

LOS ANGELES COUNTY

OCCUPATIONAL OUTLOOK AND TRAINING DIRECTORY

2002 ■ 2003



*"We need to learn to set our course by the stars,
not by every passing ship."*

Administered and Published by
**City of Long Beach Workforce
Development Bureau**

<http://www.longbeachworkforce.org>

Ray O. Worden, Manager
Workforce Development Bureau

Sheri Rossillo
Workforce Development Officer

Meggan Mensinger
Special Projects Coordinator

In cooperation with
**Employment Development
Department Labor Market
Information Division**
<http://www.calmis.ca.gov>

Brenden Kelly
CCOIS Group Manager

Fernando Pina
Research Manager

Alvetta Covington
CCOIS Site Analyst

Prepared by
Meggan Mensinger
Special Projects Coordinator
562.570.7755
meggan_mensinger@ci.long-beach.ca.us

Rachelle Kitchens
CCOIS Research Technician
562.570.7763
rachelle_kitchens@ci.long-beach.ca.us

Research Assistants
Naomi Cruz
Elizabeth Davis
Laurie Evans
Athelia Johnson

A product of



Los Angeles County 2002 - 2003 Occupational Outlook Report

A LABOR MARKET INFORMATION STUDY

SPONSORED BY
City of Long Beach
<http://www.ci.long-beach.ca.us>

Beverly O' Neill, Mayor

Gerald R. Miller, Acting City Manager

Melanie Fallon, Director
Department of Community Development

Ray O. Worden, Manager
Workforce Development Bureau

IN COOPERATION WITH
California Employment Development Department
Labor Market Information Division
<http://www.calmis.ca.gov>

California Career Resource Network (CalCRN)
<http://www.soicc.ca.gov>

CONTENTS



Cardiology Technologists P14



Computer Aided Design (CAD) Technicians P20



Management Analysts P86



Stock Clerks - Stockroom, Warehouse, Storage Yard P128

INTRODUCTION	i
REPORT USES	i
RESEARCH/PROGRAM METHODOLOGY	ii
Occupation Selection	ii
Employer Sample	ii
Questionnaire Development	ii
Surveying Procedures	iii
Tabulations and Results	iii
INTERPRETATION OF OCCUPATIONAL SUMMARIES	iii
Occupational Titles, Codes and Descriptions	iii
Employment Trends	iii
Wages	v
Benefits	v
Employer Requirements	vi
Available Training	vi
WEBSITES FOR ADDITIONAL LABOR MARKET INFORMATION NEEDS	vii
 OCCUPATIONAL SUMMARIES	
Adjustment Clerks	2
Administrative Assistants	4
Administrative Services Managers	6
Advertising Clerks	8
Bus and Truck Mechanics and Diesel Engine Specialists	10
Camera Operators - Television and Motion Picture	12
Cardiology Technologists	14
Ceiling Tile Installers and Acoustical Carpenters	16
Child Care Workers	18
Computer Aided Design (CAD) Technicians	20
Cooks - Restaurant	22
Crane and Tower Operators	24
Customer Service Representatives	26
Dispatchers - except Police, Fire, and Ambulance	28
Elevator Installers and Repairers	30
Employment Interviewers - Private or Public Employment	32
Fiber Optics Technicians	34
File Clerks	36
Financial Analysts - Statistical	38
First Line Supervisors and Managers - Sales and Related Occupations	40
First Line Supervisors and Managers - Construction Trades and Extractive Workers	42
Fitness Center Instructors and Trainers	44
Food Batchmakers	46
Food Servers - Outside	48
Forklift Operators	50
General Office Clerks	52
Glaziers	54
Guards and Watch Guards	56

Hand Packers and Packagers	60
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	62
Helpers - Carpenters and Related	64
Human Service Workers	66
Instructional Aides	68
Instructional Coordinators	70
Insurance Adjusters, Examiners, and Investigators.....	72
Insurance Claims Clerks.....	74
Interpreters and Translators, Foreign Language	76
Job Printers	78
Maids and Housekeeping Cleaners	80
Maintenance Mechanics - Textile Machines	82
Maintenance Repairers - General Utility	84
Management Analysts	86
Manicurists	88
Multimedia Specialists	90
Network Professionals	92
Nurse Aides	94
Occupational Therapists	96
Occupational Therapy Assistants and Aides	98
Optical Goods Workers - Precision	100
Personal and Home Care Aides	102
Pest Controllers and Pest Control Assistants	104
Phlebotomists	106
Physical Therapy Aides	108
Physical Therapy Assistants	110
Quality Assurance Managers	112
Receptionists and Information Clerks	114
Recreation Workers	116
Respiratory Care Practitioners	118
Sales Agents - Advertising	120
Sales Agents - Securities, Commodities and Financial Services	122
Sales Agents - Selected Business Services	124
Special Education Teachers	126
Stock Clerks - Stockroom, Warehouse, Storage Yard	128
Systems Analysts - Electronic Data Processing	130
Telemarketers and Telephone Solicitors	132
Traffic, Shipping, and Receiving Clerks	134
Vehicle Salespersons - Retail	136
Veterinary Assistants	138
Vocational and Educational Counselors	140

LOS ANGELES COUNTY TRAINING PROVIDER DIRECTORY	143
Training Providers - Listed by Occupation	144
Training Providers - Listed by School	155

APPENDICES

A	WorkSource Centers
B	CCOIS Local Partners
C	CCOIS Employer Questionnaire
D	Index of Occupations Previously Profiled

ABOUT THE COVER

The historic Point Vincente Lighthouse is located off Palos Verdes Drive in Los Angeles. The 67 foot tower contains an extraordinarily powerful 2 million candlepower light and can be seen up to 20 miles at sea.

Point Vincente was named by the English Explorer Captain George Vancouver. It was named to honor the Spanish Mission friars who assisted the explorer as he traveled down the California Coast in 1783. Point Vincente was built in 1926 and was one of the last lighthouses to be built on the west coast.



It is our hope that the valuable data contained in this publication, as well as other related resources, will guide improved employment and training decisions.

COVER DESIGN:

Bradfield Design, Inc.

Debra Bradfield

PHOTO COURTESY OF DALENE THOMAS

LOS ANGELES COUNTY JOB AND CAREER CENTERS

Learn about the services offered at the job and career centers located throughout the County -

APPENDIX A

Welcome to Occupational Outlook Report 2002-2003!

This study is produced through a cooperative partnership between the City of Long Beach Workforce Development Bureau (LBWDB) and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS) and was established by EDD in 1986. Currently, LMID contracts with a total of 32 local agencies throughout the state to produce regional reports. These agencies are referred to as Local Partners. This is the fifth year the City of Long Beach has been a Local Partner, and conducted this study on behalf of Los Angeles County. No other source of occupational information offers the current, localized labor market information found in occupational outlook reports.

Our mission is to improve the match between employers' demand for skilled labor and the qualifications of the prevailing labor market. The results of this labor market study can facilitate informed employment, training and development decisions by: job seekers, employers, economic developers, legislators, training providers, students, educators, personnel analysts, counselors, administrators and others.

Each year this publication contains profiles of 70 different occupations. The occupational profiles are summaries of information aggregated from approximately 900 confidential questionnaires obtained from a representative sample of Los Angeles County employers. A minimum of 15 questionnaires is collected for each occupation. Data used for the current OOR was collected from April 2002 through October 2002. Relevant information on local training and education providers offering programs related to each occupation is also included in this report.

This publication can be found on the Internet, along with all other regional occupational reports, at the following address:
<http://www.calmis.ca.gov/htmlfile/ccois/oor.htm>

REPORT USES

The data in this publication has been gathered, analyzed and is distributed with the intention of adding value for a variety of end users. Some of the most important uses are listed below.

ECONOMIC DEVELOPMENT - Local government agencies and economic development organizations will find information regarding occupational size, expected growth rates and wages useful for determining the potential for business growth and development in the Los Angeles County labor market area.

CAREER DECISIONS - Job seekers and career counselors can use virtually all information provided in the profiles to make informed educational, occupational and job search choices.

HUMAN RESOURCE MANAGEMENT - Small business owners and large corporate human resource professionals alike can use this report to help determine competitive compensation packages, improve their recruitment methods and assess the availability of qualified workers for business relocation or expansion purposes.

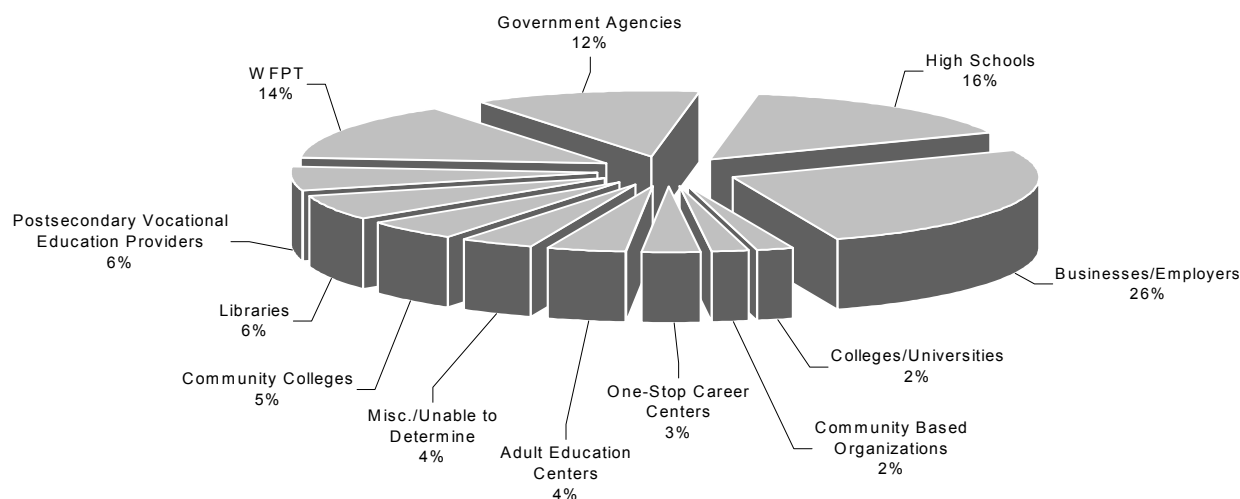
PROGRAM PLANNING - This report provides local planners and administrators with employment data, including occupational size, expected growth rates, labor supply and demand assessments, and training and experience requirements. Program planners can use this data to evaluate and improve existing programs, or plan for new programs.

CURRICULUM DESIGN - Training and workforce development professionals can evaluate their training programs based on current and projected occupational requirements and growth.

PROGRAM MARKETING – Economic and workforce development professionals, training providers and job placement specialists can more effectively market their programs by informing employers, students and job seekers that their programs are developed using reliable, local occupational information.

The producers of this publication do not endorse nor recommend any particular occupations, training programs, or work related products. While every effort has been made to ensure the information is timely and accurate, occupational information changes regularly. It is strongly recommended that users of this data consider new information and trends not addressed in this report.

ORGANIZATIONS USING THE 2001-2002 LOS ANGELES COUNTY OCCUPATIONAL OUTLOOK



RESEARCH/PROGRAM METHODOLOGY

OCCUPATION SELECTION

A preliminary list of 120 occupations was developed. Selection was based on the following criteria: (1) the occupations had not been studied within the last two years; (2) the occupations were among those with the highest expected growth rates; (3) the skill requirements were impacted by some fluctuation in the labor market or emerging technology; and/or (4) there appears to be a substantial potential for earning capacity. This list was then reviewed by representatives of community based vocational training programs, educational institutions, workforce development organizations, organized labor, economic development agencies, private industry, CCOIS staff and the City of Long Beach Workforce Development Bureau. These representatives rated the importance of obtaining information for the identified occupations. As a result, the final list of 70 occupations was produced for the 2002-2003 study.

EMPLOYER SAMPLE

Following occupation selection, CCOIS staff generated employer samples using expansive databases on Los Angeles County employers and occupational staffing patterns within industries. To help ensure a representative sample, a stratified sampling technique, based on employer industry and size, was utilized. This meant that industries, and small, medium and large employers would be represented in proportion to their presence in Los Angeles County. Random sampling occurred within size and industry clusters. The final sample included 40-50 employers for each occupation.

QUESTIONNAIRE DEVELOPMENT

The CCOIS staff developed a standardized two-page questionnaire based on specific labor market information needs (see appendix C). This questionnaire is used statewide to collect information presented in regional occupational outlook reports.

SURVEYING PROCEDURES

The following steps illustrate LBWDB's survey procedures:

- ⌘ Employers were contacted via telephone to verify company name and address, active employment of the occupation, and name of a contact person. This initial contact is also used to describe the study and encourage participation. Employers were eliminated as appropriate.
- ⌘ Employers willing to participate in the study were encouraged to complete the questionnaire during the initial phone contact. If that was not a convenient time, employers were called back at a designated time and/or sent a survey by fax or mail.
- ⌘ Employers who did not respond after 3-5 working days of the initial fax/mailling were contacted again by phone to encourage participation.
- ⌘ If the minimum number (15) of completed questionnaires could not be obtained in a reasonable amount of time, additional employers were pulled from LMID's employer database or were added to the list based on knowledge of local firms, listings provided by Chambers' of Commerce, or Internet research.
- ⌘ The Research Coordinator or Research Technician reviewed all questionnaires to ensure accuracy and completeness. Employers were contacted if answers were unclear or in conflict with other responses or information obtained about the occupation.

TABULATIONS AND RESULTS

The questionnaire responses were entered into a database, and CCOIS software was used to generate detailed data tabulations. From these tabulations, the data was analyzed, and LBWDB staff prepared final occupational summaries or profiles with CCOIS staff assistance. Each profile contains occupational sizes and projections, principle employing industries, recruitment methods, labor supply and demand assessments, work characteristics, career ladders, wages and benefits, and employer education, training, and experience requirements. **Specific employer information is strictly confidential and cannot be released.**

INTERPRETATION OF OCCUPATIONAL SUMMARIES

The following are key terms and guidelines used as the standard for all Local Partners participating in the CCOIS program, lending consistency to labor market area comparisons. This information may be useful to the reader for interpretation of results. Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision.

OCCUPATIONAL TITLES, CODES AND DESCRIPTIONS

Each profile is headed with the appropriate Occupational Employment Statistics (OES) job title and OES code or Non-OES code for emerging occupations. The titles and codes were obtained directly from the OES dictionary published by the Bureau of Labor Statistics (BLS) in May 1992. BLS uses the classification system nationwide to study staffing patterns within industries. A corresponding occupational definition, intended to provide a general summary of the various activities and functions workers perform, is provided below the job title. The definition is followed by alternate job titles provided by participating employers during the survey process. Also listed in this section is the number of firms, or employers, responding to the survey and the total number of employees these firms represent.

EMPLOYMENT TRENDS

EDD Projections:

Forecast information regarding occupational size and projections, average annual growth rates, and employment openings

due to turnover, promotions and separations from the labor pool are provided. Occupational projections are developed by LMID and are used to help identify growing and declining occupations. These projections have been produced for over 400 occupations. They are for a seven-year period from 1999-2006. For Non-OES occupations, forecast information is not available.

Occupation Size refers to the number of persons employed in an occupation relative to the total nonagricultural employment of the county. The following terms are used to characterize occupational size.

Small	Less than 6,169 employed
Medium	Between 6,170 and 12,336 employed
Large	Between 12,337 and 26,730 employed
Very large	26,731+ employed

Occupational Growth is an overview of trends in job opportunities in relation to overall employment growth for the county. The following terms are applied to the occupational growth rates for Los Angeles County.

Much faster than average	1.5 times average or more
Faster than average	1.1 to but not including 1.5 times average
Average	0.9 to but not including 1.1 times average
Slower than average	Less than 0.9 times average but greater than zero

Responding Firms' Forecast:

Employment levels in the occupation are assessed for the past year and over the next two years. In this section, the forecast is derived from the percentage of responding employers that felt the occupation would decline, remain stable, or grow over the next 24 months.

Where the Jobs Are:

Identifies the industry groups that serve as major sources of employment for each occupation. Only the top five are provided in this report. However, an occupation may have less than five major employing industries. The percentages indicated are derived from industry employment distribution data provided by LMID. For Non-OES occupations, this information is not available.

Recruitment:

Presents information on the methods employers find most successful for recruiting new employees. The methods are reported in order of frequency used by employers. Only the top seven recruitment methods are listed, however, less than seven methods may have been reported.

Work Patterns:

Hours of work are categorized in terms of full-time, part-time, temporary, or seasonal employment followed by the corresponding average number of hours worked per week. The percentages of responding employers offering positions in each category are also listed. Some employees work less than 40 hours a week and are considered full-time workers by their employers. Shift types are categorized according to the following: day, swing, graveyard, or other. Examples are listed for "other" types of shifts as reported by employers. The percentages of employers offering each shift type are also given. Responding employers may offer more than one shift type.

Supply and Demand:

Supply and demand refers to the relative difficulty participating employers experience in hiring both inexperienced and experienced workers who meet their hiring standards. From the job seekers perspective, it also implies the relative levels of opportunity and competition.

The following terms were used to define aggregated employer ratings. It is recommended that caution be used when interpreting these results, as other variables may influence supply and demand.

Very Difficult:	Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. However, good
-----------------	---

	opportunities exist for those applicants who are qualified.
Moderately Difficult:	Employer demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.
Not Difficult:	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Turnover rate is also presented in this section. The rate is reported as a percentage and was calculated based on vacancies (resulting from promotions and employees leaving the firm) filled over the past 12 months, divided by the total reported number of persons in that occupation. The following terms are used to characterize turnover rates.

Very low:	Less than 6%
Moderately low:	Between 7% and 10%
Moderate:	Between 11% and 20%
Moderately high:	Between 21% and 30%
High:	Over 30%

WAGES

Standard wage data categories were defined to enable comparison of salaries across occupations. Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. Aggregated wage information for each, including the range and the median, are reported as listed below:

New Hires, No Experience:	Wages paid to persons trained or untrained, but without paid experience in the occupation.
New Hires, With Experience:	Wages paid to journey-level or experienced persons just starting at the firm.
3+ Yrs Experience With Firm:	Wages generally paid to persons with three or more years journey-level experience at the firm.

The range reported for each level eliminates outliers, or extreme wages that are more than 1.96 times the standard deviation away from the average. Therefore, the range is intended to include approximately 95% of the responses.

Further, union and nonunion wages are reported separately only when union employment represents 20 to 80 percent of all data for that occupation. The following guidelines apply when interpreting union representation:

All firms	100%
Almost all firms	80% up to but not including 100%
Most firms	60% up to but not including 80%
Many firms	40% up to but not including 60%
Some firms	20% up to but not including 40%
Few firms	Less than 20%

Wage data for the “3+ Yrs Experience With Firm” category frequently varies more widely than for the “New Hires, No Experience” and “New Hires, With Experience” categories, reflecting the substantially wider range in years of experience for employees in this category (i.e. 3 to 20+ years). Entry-level wages may be greater than wages for experienced workers since these positions may lack additional compensation or benefit packages. There are also cases when a low percentage of responding employers actually hire candidates without prior experience, and those employers happen to pay higher wages for these employees than the remaining respondents pay their experienced employees, thus causing entry level median wages for that occupation to be greater for non-experienced workers than experienced ones. Wages are reported in an hourly format; however, many wages are paid in yearly salary and/or commission. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

BENEFITS

The percentage of responding firms offering each type of benefit is listed for both full-time and part-time employees. Benefits may be offered but not necessarily paid by the employer. Therefore, the percentage of employers offering each benefit at a shared cost (between the company and employee) and employee cost alone (employees usually receive a group rate savings) are listed in addition those benefits paid entirely by the company. Some examples of “Other” benefits offered include tuition reimbursement, commuter compensation, employee discounts, flex spending and stock options.

EMPLOYER REQUIREMENTS

Training and Experience:

This section displays the percentage of employers who require or prefer new hires to have prior experience or training in the occupation, followed by the length and type. The percentage of employers who accept other, related occupational experience, or training in lieu of experience, is also provided, again, followed by the length and type. The length of experience is dependent upon the employers responding to each category.

Education:

This section identifies the minimum level of formal education employers require when hiring a candidate into the occupation. These levels are categorized as follows: Less than High School, High School or Equivalent, Associate Degree (2 year), Bachelor Degree (4 year), and Graduate Study. These educational requirements are not always essential for the performance of job duties. Nonetheless, because the lack of education will create a barrier with some employers, participating employers’ educational statements have been included in this report.

Important Qualifications:

This section includes information on knowledge, skills, and abilities (KSAs) preferred by most employers. The “Skills/Abilities” subsection is sorted into general, physical, technical (occupation specific), and computer categories. Data was acquired from occupational tables provided by LMID and the O*NET Online database, as well as from participating employers. In many cases, the KSAs listed represent relatively broad “areas”. Hence, they should be interpreted with care and understood as representing the areas of competence employers perceive to be important rather than more detailed “job specific” competencies, or tasks, required for job entry. The user interested in identifying specific qualifications should find these results useful in narrowing the focus of further inquiry.

AVAILABLE TRAINING

When available, training providers offering programs related to the occupation are listed in Appendix A. Other relevant training provider information is also available in Appendix B.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed in the California Training and Education Provider (CTEP). Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

Websites for Additional Labor Market Information Needs

LOCAL GOVERNMENT

CA local government agencies

http://www.ceres.ca.gov/geo_area/counties

STATE GOVERNMENT

California's Home Page - Links to all state agencies

http://www.ca.gov/state/portal/myca_homepage.jsp

Employment Development Department Home Page

<http://www.edd.ca.gov/>

Occupational Wages

[http://www.calmis.ca.gov/htmlfile/subject/occup\\$.htm](http://www.calmis.ca.gov/htmlfile/subject/occup$.htm)

Occupational Projections

<http://www.calmis.ca.gov/htmlfile/subject/occproj.htm>

All California County Occupational Outlook Reports

<http://www.calmis.ca.gov/htmlfile/ccois/orr.htm>

California Department of Finance (DOF) - Provides demographic information, population estimates, and cost of living information

<http://www.dof.ca.gov>

California One-Stop Career Centers - Job seeker/Business assistance

<http://www.sjtcc.ca.gov/sjtccweb/one-stop/>

California's Job Bank

<http://www.caljobs.ca.gov/>

Department of Industrial Relations (DIR) - Worker's Compensation, labor law and statistics

<http://www.dir.ca.gov/>

FEDERAL GOVERNMENT

Federal Department of Labor (DOL), Bureau of Labor Statistics

<http://www.bls.gov/>

DOL Occupational Outlook Handbook

<http://stats.bls.gov/ocohome.htm>

Occupational Information Network - O*NET OnLine

<http://online.onetcenter.org>

Bureau of the Census

<http://www.census.gov>

PROPRIETOR

<http://careerfairs.com>

<http://salary.com>

New this year due to
popular demand...
20 additional
occupational
summaries!

LOS ANGELES COUNTY
2002 - 2003

*For their contribution
to this
report, the
City of Long Beach
Workforce
Development
Bureau
would like to thank
the many employers
who invested their
valuable time and
information to help
make this
publication possible.*

OCCUPATIONAL SUMMARIES

*Please refer to Interpretation of Occupational Summaries,
pages iii - vi, for an accurate reading of these profiles.*

ADJUSTMENT CLERKS

Adjustment Clerks investigate and resolve customer complaints concerning merchandise, service, billing, or credit rating. They examine pertinent information to determine the accuracy of customer complaints and responsibility for errors, and notify customer and appropriate personnel of findings, adjustments, and recommendations, such as exchange of merchandise, refund of money, credit to customer's account, or the adjustment of the customer's bill.

Alternate Titles: Sales Adjuster, Accounts Receivable Clerk, Credit Clerk, Billing Clerk, Collection Clerk

Responding Firms: 19 - Representing 72 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Large - 14,327
- ◆ **Occupation Size 2006:** Large - 16,030
- ◆ **Growth Rate:** Much faster than average - 3.3%
- ◆ **Total Openings 2002 - 2006:** 2,585

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	11%	73%	16%
Over Next 24 Months	5%	58%	37%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Computer & Data Processing Services	6.1
Miscellaneous Business Services	5.8
Medical Service & Health Insurance	5.3
Commercial Banks	3.9
Personnel Supply Services	3.4

RECRUITMENT

Most successful recruitment methods used:

◆ Newspaper Ads	58%
◆ Employee Referrals	53%
◆ In-House Promotion or Transfer	37%
◆ Walk-In Applicants	37%
◆ Internet	26%
◆ Employment Development Department	16%
◆ Colleges/Universities	16%

WORK PATTERNS

Hours:

94% reported full-time employees, averaging 40 hours weekly
6% reported part-time employees, averaging 29 hours weekly

Shifts:

100% of responding firms offer day shifts
5% of responding firms offer swing shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 79% Female 21% Male

- ◆ **Turnover Rate:** 3% over the past 12 months

CAREER LADDERS

- ◆ **37% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Receptionist, Purchasing Clerk, Human Resource Clerk, Office Clerk, Customer Service Representative
- ◆ **32% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** New Accounts Representative, Supervisor, Adjustment Officer, Office Manager, General Manager
- ◆ **Important qualifications for advancement:** Accounting skills, interpersonal skills, job knowledge, initiative, experience, computer skills, 10-key skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 8.00 - \$13.61	\$11.00
New Hires, With Experience	\$ 7.00 - \$16.00	\$12.00
3+ Yrs Experience With Firm	\$10.00 - \$20.00	\$15.00

*Few firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	42%	-	42%	5%	-	-
Dental	32%	-	21%	-	5%	-
Vision	16%	-	11%	-	11%	-
Life	42%	-	11%	-	5%	-
Sick Leave	53%	-	5%	-	5%	5%
Vacation	79%	-	5%	-	11%	11%
Retirement	32%	-	21%	-	-	-
Child Care	-	-	-	-	5%	-
Other	-	-	5%	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	63%	-	37%	Length: 3 - 48 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	63%	37%	-	Length: 6 - 36 months Titles: Teller, Accounting Clerk, Medical Billing Clerk, Collections Clerk, Receptionists or General Office Clerk
Is training accepted in lieu of experience?	26%	74%	-	Length: 2 - 6 months
Is technical or vocational training required?	16%	58%	26%	Length: 6 - 24 months Type: Accounting, Billing Certification, Computer, Business Courses

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Understanding of a variety of cultures

Skills/Abilities:

General

- ◆ Basic math
- ◆ Legible writing
- ◆ Problem solving
- ◆ Customer service
- ◆ Telephone answering
- ◆ Reading and following directions

Physical

- ◆ N/A

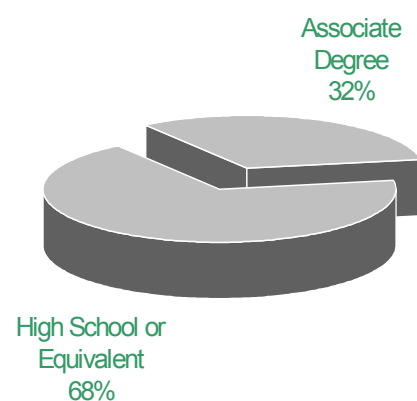
Technical

- ◆ Typing at least 45 wpm
- ◆ Alphabetic and numeric filing
- ◆ Performing detailed clerical work

Computer

- ◆ Microsoft Office

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

ADMINISTRATIVE ASSISTANTS

Administrative Assistants aid executives by coordinating, analyzing, and improving office services, such as personnel, budget, and operating practices. They analyze personnel requirements, study methods of improving performance standards, and analyze jobs for wage-and-salary adjustments and promotions. They analyze budgetary requirements and expenditures, and study methods to implement cost reduction. They analyze operating practices and create new systems or revise established procedures to simplify and improve reporting procedures, work flow, record keeping systems, forms control, office layout, or suggestion systems. They interpret operating policies, prepare reports with recommendations for solutions of administrative problems, and answer correspondence. They may direct services, such as maintenance, repair, supplies, and mail.

Alternate Titles: Establishment Officer, Assistant Manager, Office Manager

Responding Firms: 20 - Representing 108 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Large - 14,591
- ◆ **Occupation Size 2006:** Large - 15,300
- ◆ **Growth Rate:** Slower than average - 8.8%
- ◆ **Total Openings 2002 - 2006:** 2,150

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	100%	0%
Over Next 24 Months	5%	85%	10%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Industry information is not currently available.	

RECRUITMENT

Most successful recruitment methods used:

◆ Newspaper Ads	65%
◆ Private Employment Agencies	50%
◆ Employee Referrals	40%
◆ In-House Promotion or Transfer	30%
◆ Walk-In Applicants	25%
◆ Internet	25%
◆ School, Program Referrals	15%

WORK PATTERNS

Hours:

98% reported full-time employees, averaging 40 hours weekly
2% reported part-time employees, averaging 21 hours weekly

Shifts:

100% of responding firms offer day shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Experienced	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

- ◆ **Gender Ratio:** 81% Female 19% Male

- ◆ **Turnover Rate:** 7% over the past 12 months

CAREER LADDERS

- ◆ **41% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Secretary, Administrative Aide, Receptionist, Office Clerk, Teacher Aide
- ◆ **35% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Head Secretary, Business Designer, Business Manager, Academic Affairs Officer, Administrative Services Manager
- ◆ **Important qualifications for advancement:** Education, experience, creative writing ability, time management, strong organizational skills, communication skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$14.38	\$ 6.90
New Hires, With Experience	\$ 7.19 - \$23.97	\$14.62
3+ Yrs Experience With Firm	\$ 7.91 - \$27.40	\$16.36

*Few firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	70%	-	20%	-	-	-
Dental	45%	-	25%	-	-	-
Vision	55%	-	10%	-	-	-
Life	60%	-	20%	-	-	-
Sick Leave	70%	-	15%	-	5%	-
Vacation	65%	-	15%	-	-	-
Retirement	40%	-	35%	-	5%	-
Child Care	-	-	-	-	-	-
Other	20%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	75%	10%	15%	Length: 3 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	56%	44%	-	Length: 6 - 60 months Titles: General Office Clerk, Customer Service Representative, A/P Clerk, A/R Clerk or Secretary
Is training accepted in lieu of experience?	22%	78%	-	Length: 3 - 24 months
Is technical or vocational training required?	15%	75%	10%	Length: 6 - 36 months Type: Computer, Accounting, Business Management

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Personnel classification procedures

Skills/Abilities:

General

- ◆ Effective writing
- ◆ Problem solving
- ◆ Oral communication
- ◆ Reading and following directions

Physical

- ◆ N/A

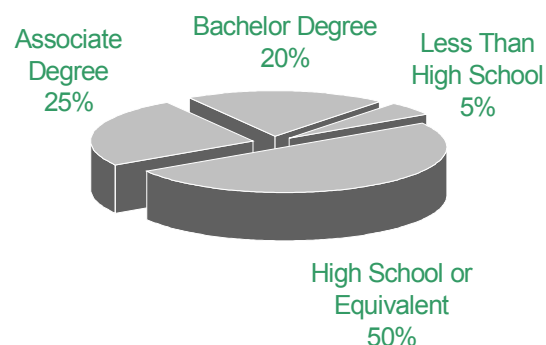
Technical

- ◆ Report writing
- ◆ Business math
- ◆ Budget analysis
- ◆ Financial planning
- ◆ Office management
- ◆ Writing job specifications
- ◆ Conducting performance appraisals
- ◆ Applying techniques of statistical analysis

Computer

- ◆ Microsoft Office
- ◆ Lotus
- ◆ FileMakerPro
- ◆ Adobe PageMaker

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

ADMINISTRATIVE SERVICES MANAGERS

Administrative Services Managers plan, organize, direct, control, or coordinate the supportive services department of businesses, agencies, and organizations. Typical Administrative Services Managers are Program Managers and Contract Administrators. Procurement Managers or Managers who spend less than 80% of their time in administrative services are not included.

Alternate Titles: Coordinator, Program Director, Clinical Manager, Administrative Faculty, Assistant Superintendent

Responding Firms: 17 - Representing 189 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Large - 14,591
- ◆ **Occupation Size 2006:** Large - 15,300
- ◆ **Growth Rate:** Slower than average - 8.8%
- ◆ **Total Openings 2002 - 2006:** 2,150

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	88%	12%
Over Next 24 Months	0%	100%	0%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Offices & Clinics of Medical Doctors	6.4
Management & Public Relations	6.0
Local Government, Exc. Hospitals & Education	4.3
Engineering & Architectural Services	3.9
Aircraft & Parts	3.5

RECRUITMENT

Most successful recruitment methods used:

◆ Internet	53%
◆ In-House Promotion or Transfer	41%
◆ Newspaper Ads	41%
◆ Employee Referrals	35%
◆ Colleges/Universities	29%
◆ Trade Journals	24%
◆ Other (word of mouth)	24%

WORK PATTERNS

Hours:

97% reported full-time employees, averaging 39 hours weekly
3% reported part-time employees, averaging 31 hours weekly

Shifts:

100% of responding firms offer day shifts
12% of responding firms offer swing shifts
12% of responding firms offer graveyard shifts
12% of responding firms offer other shift types (as needed)

- ◆ **Gender Ratio:** 67% Female 33% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	○	●

- ◆ **Turnover Rate:** 7% over the past 12 months

CAREER LADDERS

- ◆ **40% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Secretary, Case Manager, Social Service Coordinator, X-Ray Technician, File Clerk, Accountant
- ◆ **35% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Superintendent, Administrative Director, Executive Assistant, Executive Director, Deputy Director
- ◆ **Important qualifications for advancement:** Graduate degree, communication skills, dependability, leadership ability, strong organizational skills

WAGES

Experience	Range	Median
New Hires, No Experience	-	-
New Hires, With Experience	\$ 8.00 - \$65.02	\$37.76
3+ Yrs Experience With Firm	\$10.00 - \$68.60	\$45.55

*No firms surveyed were unionized
 **New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	53%	-	47%	6%	-	-
Dental	53%	-	47%	6%	-	-
Vision	41%	-	35%	-	-	-
Life	47%	-	35%	-	6%	-
Sick Leave	65%	6%	29%	-	-	-
Vacation	65%	6%	29%	-	-	-
Retirement	35%	-	53%	-	-	-
Child Care	12%	-	18%	-	6%	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	94%	-	6%	Length: 12 - 96 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	35%	65%	-	Length: 12 - 48 months Titles: Supervisor, Teacher or Administrative Officer
Is training accepted in lieu of experience?	29%	71%	-	Length: 6 - 36 months
Is technical or vocational training required?	24%	76%	-	Length: 3 - 36 months Type: Research, Computer, Business Courses

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Understanding of inventory techniques

Skills/Abilities:

General

- ◆ Public contact
- ◆ Effective writing
- ◆ Oral communication
- ◆ Working under pressure
- ◆ Planning and organizing the work of others

Physical

- ◆ N/A

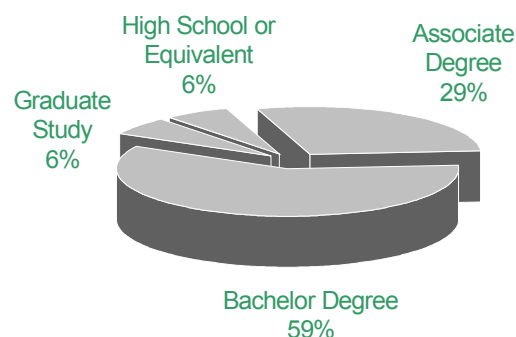
Technical

- ◆ Grant writing
- ◆ Report writing
- ◆ Business math
- ◆ Payroll processing
- ◆ Office management
- ◆ Maintaining financial records
- ◆ Hiring and assigning personnel
- ◆ Following purchasing and billing procedures

Computer

- ◆ Microsoft Office
- ◆ PowerPoint

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

ADVERTISING CLERKS

Advertising Clerks receive orders for classified advertising from customers in person or by telephone for newspapers or magazines. They examine and mark classified advertisements of newspapers according to copy sheet specifications to guide the composing room in assembling type. They verify conformance of published advertisements to specifications for billing purposes.

Alternate Titles: Clerk, Advertising Consultant, Classified Ad Clerk, Telephone Sales Representative

Responding Firms: 15 - Representing 206 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 526
- ◆ **Occupation Size 2006:** Small - 600
- ◆ **Growth Rate:** Much faster than average - 4.0%
- ◆ **Total Openings 2002 - 2006:** 155

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	87%	13%
Over Next 24 Months	0%	47%	53%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Advertising	51.5
Newspapers	17.9
Mailing, Reproduction, Stenographic	12.4

RECRUITMENT

Most successful recruitment methods used:

◆ Newspaper Ads	93%
◆ In-House Promotion or Transfer	53%
◆ Employee Referrals	33%
◆ Internet	33%
◆ Other (word of mouth)	14%
◆ Private Employment Agencies	7%
◆ Walk-In Applicants	7%

WORK PATTERNS

Hours:

71% reported full-time employees, averaging 40 hours weekly
29% reported part-time employees, averaging 27 hours weekly

Shifts:

100% of responding firms offer day shifts
7% of responding firms offer swing shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 54% Female 46% Male

- ◆ **Turnover Rate:** 20% over the past 12 months

CAREER LADDERS

- ◆ **20% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Receptionist, Sales Representative, Bookkeeper, Office Clerk
- ◆ **47% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Retail Salesperson, Outside Salesperson, Real Estate Salesperson, Supervisor, Sales Manager, General Manager
- ◆ **Important qualifications for advancement:** Strong organizational skills, communication skills, experience, sales volume, attention to detail, leadership ability, accuracy, customer service skills, computer skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$12.00	\$ 9.50
New Hires, With Experience	\$ 7.50 - \$22.00	\$11.99
3+ Yrs Experience With Firm	\$ 9.00 - \$32.36	\$16.50

*No firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	20%	-	80%	13%	-	-
Dental	7%	-	67%	13%	7%	-
Vision	7%	-	53%	13%	-	-
Life	60%	7%	13%	7%	-	-
Sick Leave	87%	13%	-	-	-	-
Vacation	93%	13%	-	-	-	-
Retirement	7%	-	67%	27%	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	13%	40%	47%	Length: 3 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	100%	-	-	Length: 1 - 12 months Titles: Customer Service Representative or Sales Representative
Is training accepted in lieu of experience?	44%	56%	-	Length: 6 - 12 months
Is technical or vocational training required?	7%	80%	13%	Length: 3 - 12 months Type: Computer

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ N/A

Skills/Abilities:

General

- ◆ Basic math
- ◆ Public contact
- ◆ Legible writing
- ◆ Record keeping
- ◆ Oral communication
- ◆ Telephone answering

Physical

- ◆ N/A

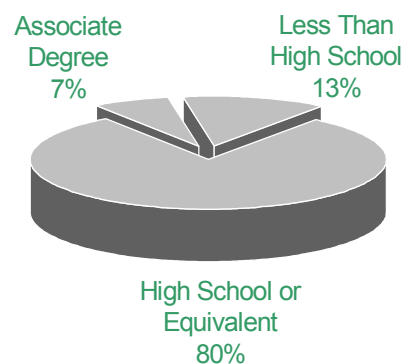
Technical

- ◆ Proofreading
- ◆ General clerical
- ◆ Performing route sales

Computer

- ◆ Microsoft Office
- ◆ Publisher

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Mechanics working primarily with automobile diesel engines are included.

Alternate Titles: Heavy Equipment Mechanic, Commercial Truck Mechanic, Auto Mechanic, Maintenance Mechanic

Responding Firms: 16 - Representing 46 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Large - 5,619
- ◆ **Occupation Size 2006:** Large - 6,070
- ◆ **Growth Rate:** Faster than average - 2.1%
- ◆ **Total Openings 2002 - 2006:** 155

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	19%	75%	6%
Over Next 24 Months	0%	87%	13%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Local Government, Exc. Hospitals & Education	16.3
Water Transportation Services	14.2
Automotive Rentals, No Drivers	8.8
Trucking & Courier Services, Exc. Air	7.9
Automotive Repair Shops	5.0

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	56%
◆ Walk-In Applicants	56%
◆ Newspaper Ads	44%
◆ In-House Promotion or Transfer	31%
◆ Other (word of mouth)	19%
◆ Employment Development Department	13%
◆ Internet	13%

WORK PATTERNS

Hours:

96% reported full-time employees, averaging 40 hours weekly
4% reported temporary employees, averaging 20 hours weekly

Shifts:

100% of responding firms offer day shifts
6% of responding firms offer swing shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	N/A	N/A	N/A
Experienced	○	●	○

- ◆ **Gender Ratio:** 0% Female 100% Male

- ◆ **Turnover Rate:** 17% over the past 12 months

CAREER LADDERS

- ◆ **75% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Helper, Automotive Mechanic Assistant, Oil Changer, Apprentice
- ◆ **50% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Mechanic II, Lead Mechanic, Journeyman, Supervisor, Skilled Maintenance Specialist, Transportation Services Supervisor
- ◆ **Important qualifications for advancement:** Job knowledge, experience, ability to multi-task, supervisory skills, punctuality, leadership ability

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$12.00 - \$18.26	\$14.38
3+ Yrs Experience With Firm	\$13.00 - \$25.00	\$18.72
Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$15.38 - \$20.66	\$18.48
3+ Yrs Experience With Firm	\$15.76 - \$25.10	\$19.66

*Many firms surveyed were unionized
**New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	75%	-	6%	-	-	-
Dental	63%	-	6%	-	-	-
Vision	63%	-	-	-	-	-
Life	38%	-	-	-	-	-
Sick Leave	38%	-	-	-	-	-
Vacation	75%	-	-	-	-	-
Retirement	44%	-	13%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	100%	-	-	Length: 3 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	-	100%	-	Length: N/A Titles: N/A
Is training accepted in lieu of experience?	25%	75%	-	Length: 12 - 36 months
Is technical or vocational training required?	31%	69%	-	Length: 6 - 48 months Type: Mechanical Maintenance, Vehicle Maintenance

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Hydraulics
- ◆ CAD systems
- ◆ State regulations
- ◆ Basic auto mechanics

Skills/Abilities:

General

- ◆ Basic math
- ◆ Public contact
- ◆ Oral communication
- ◆ Reading and following directions

Physical

- ◆ Lifting at least 75lbs. repeatedly

Technical

- ◆ Welding
- ◆ Shop math
- ◆ Using hand tools
- ◆ Repairing diesel engines
- ◆ Implementing safe work practices
- ◆ Automobile body and fender repair
- ◆ Operating electronic testing equipment

Computer

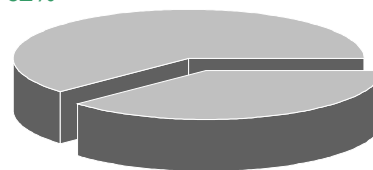
- ◆ N/A

Other:

- ◆ Possession of a valid class A and B driver's license

EDUCATION

High School or
Equivalent
62%



Less Than High
School
38%

AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

CAMERA OPERATORS - TELEVISION AND MOTION PICTURE

Television and Motion Picture Camera Operators operate television or motion picture camera to photograph scenes for TV broadcasts, advertising, or motion pictures.

Alternate Titles: Camera-Person, Mini-Cam Operator, Video-Grapher

Responding Firms: 15 - Representing 1004 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 621
- ◆ **Occupation Size 2006:** Small - 770
- ◆ **Growth Rate:** Much faster than average - 51.0%
- ◆ **Total Openings 2002 - 2006:** 235

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	7%	86%	7%
Over Next 24 Months	7%	66%	27%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Radio & Television Broadcasting	61.4
Cable & Other Pay TV Services	29.9

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	67%
◆ Other (word of mouth)	33%
◆ Union Hall Referrals	27%
◆ Trade Journals	20%
◆ Internet	20%
◆ In-House Promotion or Transfer	13%
◆ Newspaper Ads	13%

WORK PATTERNS

Hours:

4% reported full-time employees, averaging 40 hours weekly
 90% reported temporary employees, averaging 28 hours weekly
 6% reported seasonal employees, averaging 22 hours weekly

Shifts:

93% of responding firms offer day shifts
 60% of responding firms offer swing shifts
 40% of responding firms offer graveyard shifts
 40% of responding firms offer other shift types (evenings)

- ◆ **Gender Ratio:** 28% Female 72% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	N/A	N/A	N/A
Experienced	●	○	○

- ◆ **Turnover Rate:** 0% over the past 12 months

CAREER LADDERS

- ◆ **33% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Assistant Camera-Person, Photo Shooter, Set Worker, Film Developer, Loader
- ◆ **13% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Project Manager, General Manager
- ◆ **Important qualifications for advancement:** Experience, dedication, motivation, work ethic

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$11.51 - \$45.00	\$28.00
3+ Yrs Experience With Firm	\$11.51 - \$100.00	\$37.50
Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$16.80 - \$73.77	\$44.58
3+ Yrs Experience With Firm	\$20.00 - \$73.77	\$44.58

*Some firms surveyed were unionized
**New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	43%	-	57%	-	-	-
Dental	43%	-	57%	-	-	-
Vision	29%	-	57%	-	-	-
Life	14%	-	43%	-	14%	14%
Sick Leave	43%	-	29%	-	-	-
Vacation	57%	-	29%	14%	-	-
Retirement	14%	-	43%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	14%	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	100%	-	-	Length: 1 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	7%	93%	-	Length: 6 months Titles: Video Engineer
Is training accepted in lieu of experience?	33%	67%	-	Length: 1 - 36 months
Is technical or vocational training required?	13%	87%	-	Length: 12 - 24 months Type: Internship

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Transmission, broadcasting, switching, control, and operation of telecommunications systems
- ◆ Media production, communication, and dissemination techniques and methods including alternate ways to inform and entertain via written, oral, and visual media
- ◆ Theory and techniques required to produce, compose, and perform works of music, dance, visual arts, and drama

Skills/Abilities:

General

- ◆ Problem solving
- ◆ Organizing information
- ◆ Reading and following directions
- ◆ Adjusting actions in relation to others

Physical

- ◆ N/A

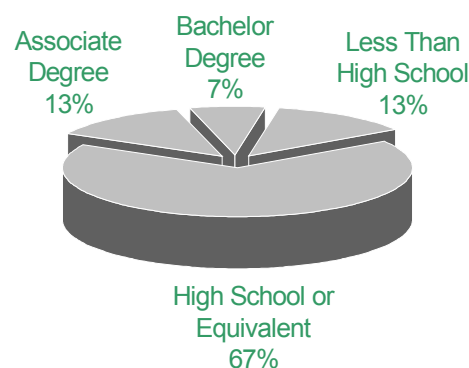
Technical

- ◆ Digital equipment
- ◆ Inspecting and evaluating the quality of products
- ◆ Controlling operations of equipment or systems
- ◆ Determining necessary types of tools and equipment

Computer

- ◆ Microsoft Office
- ◆ PowerPoint

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

CARDIOLOGY TECHNOLOGISTS

Cardiology Technologists conduct tests of pulmonary and/or cardiovascular systems of patients to diagnose pulmonary and/or cardiovascular disorders. They may conduct or assist in electrocardiogram, cardiac catheterization, pulmonary-function, lung capacity and similar tests.

Alternate Titles: Cardiovascular Technician, Cardiopulmonary Technician

Responding Firms: 15 - Representing 70 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 476
- ◆ **Occupation Size 2006:** Small - 550
- ◆ **Growth Rate:** Much faster than average - 31.0%
- ◆ **Total Openings 2002 - 2006:** 150

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	87%	13%
Over Next 24 Months	0%	80%	20%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Hospitals	93.8

RECRUITMENT

Most successful recruitment methods used:

◆ Newspaper Ads	73%
◆ Employee Referrals	53%
◆ Walk-In Applicants	40%
◆ In-House Promotion or Transfer	27%
◆ School, Program Referrals	27%
◆ Internet	27%
◆ Trade Journals	20%

WORK PATTERNS

Hours:

65% reported full-time employees, averaging 39 hours weekly
 19% reported part-time employees, averaging 22 hours weekly
 16% reported temporary employees, averaging 21 hours weekly

Shifts:

100% of responding firms offer day shifts
 20% of responding firms offer swing shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 70% Female 30% Male

- ◆ **Turnover Rate:** 10% over the past 12 months

CAREER LADDERS

- ◆ **20% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** EKG Technician
- ◆ **53% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Technician II or III, Senior Cardiology Technician, Supervisor, Manager, Director, Respiratory Therapist
- ◆ **Important qualifications for advancement:** Experience, training, certification, clinical management, communication skills, demonstrated job proficiency

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$10.00 - \$25.00	\$12.50
3+ Yrs Experience With Firm	\$12.50 - \$25.00	\$16.45
Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$11.40 - \$15.82	\$11.42
3+ Yrs Experience With Firm	\$13.47 - \$19.41	\$17.13

*Some firms surveyed were unionized
**New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	20%	-	67%	20%	-	-
Dental	-	-	67%	20%	7%	-
Vision	7%	-	53%	20%	-	-
Life	20%	-	53%	20%	-	-
Sick Leave	60%	20%	27%	7%	-	-
Vacation	60%	13%	33%	13%	-	-
Retirement	20%	-	53%	20%	7%	-
Child Care	-	-	-	-	20%	-
Other	-	7%	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	80%	-	20%	Length: 6 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	7%	93%	-	Length: 6 months Titles: Ultrasound Technician
Is training accepted in lieu of experience?	47%	53%	-	Length: 6 - 12 months
Is technical or vocational training required?	67%	13%	20%	Length: 6 - 24 months Type: Medical Assisting, CPR, EKG

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Administrative and clerical procedures and systems
- ◆ Understanding of plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other
- ◆ Information and techniques needed to diagnose and treat injuries, diseases, and deformities, including symptoms, treatment alternatives, drug properties and interactions, and preventative health-care measures

Skills/Abilities:

General

- ◆ Active listening
- ◆ Reading comprehension

Physical

- ◆ N/A

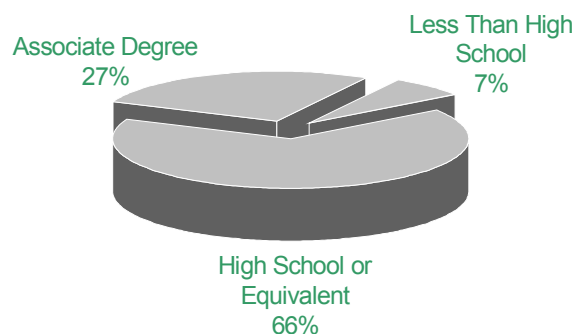
Technical

- ◆ Mechanical aptitude
- ◆ Using scientific methods to solve problems
- ◆ Identifying and gathering essential information
- ◆ Watching gauges, dials, or other indicators to ensure machines are working properly

Computer

- ◆ Microsoft Office
- ◆ Perfect Practice MD
- ◆ PaceArt

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

CEILING TILE INSTALLERS AND ACOUSTICAL CARPENTERS

Ceiling Tile Installers and Acoustical Carpenters apply or mount acoustical tiles, blocks, strips, or sheets of shock absorbing materials to ceilings and walls of buildings to reduce or reflect sound. Materials may be of decorative quality. Carpet, wood, and hard tile installers are not included.

Alternate Titles: Acoustic Installer, Acoustic Carpenter, Ceiling Installer, T-Bal Installer, Floor Installer

Responding Firms: 18 - Representing 121 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 674
- ◆ **Occupation Size 2006:** Small - 760
- ◆ **Growth Rate:** Much faster than average - 3.5%
- ◆ **Total Openings 2002 - 2006:** 200

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	23%	44%	33%
Over Next 24 Months	0%	67%	33%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Masonry, Stone Work & Plastering	96.6

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	61%
◆ Newspaper Ads	28%
◆ Union Hall Referrals	28%
◆ Walk-In Applicants	28%
◆ In-House Promotion or Transfer	22%
◆ Other (word of mouth)	17%

WORK PATTERNS

Hours:

72% reported full-time employees, averaging 40 hours weekly
 8% reported part-time employees, averaging 25 hours weekly
 9% reported temporary employees, averaging 28 hours weekly
 11% reported seasonal employees, averaging 27 hours weekly

Shifts:

100% of responding firms offer day shifts
 28% of responding firms offer swing shifts
 22% of responding firms offer graveyard shifts
 11% of responding firms offer other shift types (as needed)

- ◆ **Gender Ratio:** 1% Female 99% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 9% over the past 12 months

CAREER LADDERS

- ◆ **56% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Drywall Hanger, Wireman, Apprentice, Crew Loader, Journeyman, Grid Worker
- ◆ **39% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Foreman, Crew Leader, Field Supervisor, Estimator, Construction Manager
- ◆ **Important qualifications for advancement:** Leadership ability, quality workmanship, dedication, experience, job knowledge, decision making skills

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$ 7.00 - \$ 8.00	\$ 8.00
New Hires, With Experience	\$ 9.00 - \$18.00	\$14.50
3+ Yrs Experience With Firm	\$14.00 - \$21.00	\$18.00
Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$10.00 - \$21.73	\$17.50
3+ Yrs Experience With Firm	\$22.09 - \$31.88	\$29.00

*Some firms surveyed were unionized
**New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	44%	6%	6%	-	6%	6%
Dental	38%	6%	-	-	13%	6%
Vision	38%	6%	6%	-	6%	6%
Life	25%	6%	-	-	6%	6%
Sick Leave	6%	-	-	-	6%	6%
Vacation	50%	6%	-	-	6%	6%
Retirement	31%	6%	-	-	13%	6%
Child Care	-	-	-	-	6%	6%
Other	6%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	78%	-	22%	Length: 3 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	33%	67%	-	Length: 3 - 12 months Titles: Drywall or Construction Worker
Is training accepted in lieu of experience?	39%	61%	-	Length: 1 - 12 months
Is technical or vocational training required?	39%	39%	22%	Length: 1 - 12 months Type: Ceiling Installation, Union Training, Apprenticeship

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Understanding of business codes

Skills/Abilities:

General

- ◆ Basic math
- ◆ Oral communication
- ◆ Reading and following directions

Physical

- ◆ Climbing ladders
- ◆ Climbing to high places
- ◆ Lifting at least 50lbs. repeatedly
- ◆ Performing strenuous, physically demanding work

Technical

- ◆ Using hand tools
- ◆ Reading blueprints
- ◆ Setting door frames
- ◆ Reading working drawings
- ◆ Operating power hand tools
- ◆ Using and reading a tape measure

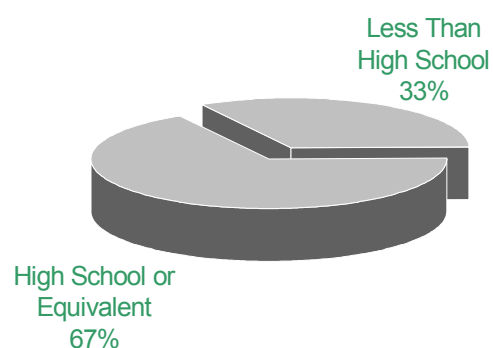
Computer

- ◆ Word
- ◆ Excel

Other:

- ◆ Possession of a valid driver's license

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

CHILD CARE WORKERS

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Workers whose primary function is to teach in a structured setting are not included.

Alternate Titles: Nursery Worker

Responding Firms: 16 - Representing 186 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Medium - 9,796
- ◆ **Occupation Size 2006:** Medium - 10,590
- ◆ **Growth Rate:** Faster than average - 2.2%
- ◆ **Total Openings 2002 - 2006:** 1,480

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	75%	25%
Over Next 24 Months	0%	56%	44%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Elementary & Secondary Schools	21.4
Child Day Care Services	17.9
Residential Care	17.9
Religious Organizations	10.9
Civic & Social Associations	8.2

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	88%
◆ Colleges/Universities	63%
◆ Newspaper Ads	56%
◆ Walk-In Applicants	31%
◆ In-House Promotion or Transfer	19%
◆ School, Program Referrals	19%
◆ Other (children referral agency)	13%

WORK PATTERNS

Hours:

74% reported full-time employees, averaging 40 hours weekly
26% reported part-time employees, averaging 24 hours weekly

Shifts:

100% of responding firms offer day shifts
6% of responding firms offer other shift types (evenings)

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	○	●

◆ **Gender Ratio:** 89% Female 11% Male

◆ **Turnover Rate:** 8% over the past 12 months

CAREER LADDERS

- ◆ **69% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Teacher Aide, Child Care Assistant, Day Camp Worker
- ◆ **75% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Teacher, Lead Teacher, Associate Teacher, Assistant Director, Director
- ◆ **Important qualifications for advancement:** Education, credentials, interpersonal skills, experience, communication skills, child development skills, curriculum knowledge, job performance

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$ 8.00	\$ 7.50
New Hires, With Experience	\$ 7.00 - \$12.50	\$ 9.42
3+ Yrs Experience With Firm	\$ 8.00 - \$15.00	\$11.75

**No firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	31%	13%	25%	-	-	-
Dental	19%	13%	19%	-	-	-
Vision	31%	13%	19%	-	-	-
Life	19%	13%	13%	-	-	-
Sick Leave	56%	31%	6%	-	-	-
Vacation	63%	25%	6%	-	-	-
Retirement	25%	6%	13%	-	-	-
Child Care	19%	13%	38%	31%	-	-
Other	19%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	50%	25%	25%	Length: 6 - 12 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	45%	55%	-	Length: 6 - 12 months Titles: Babysitter, Teacher Aide or Counselor
Is training accepted in lieu of experience?	75%	25%	-	Length: 3 - 12 months
Is technical or vocational training required?	19%	81%	-	Length: 3 - 12 months Type: CPR, First Aid, Early Childhood Education

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Early childhood development
- ◆ Understanding of a variety of cultures

Skills/Abilities:

General

- ◆ Basic math
- ◆ Effective writing
- ◆ Exercising patience
- ◆ Oral communication
- ◆ Working under pressure
- ◆ Reading and following instructions

Physical

- ◆ Lifting at least 40lbs. repeatedly
- ◆ Standing continuously for 2 or more hours

Technical

- ◆ Oral reading skills
- ◆ Handling crisis situations
- ◆ Administering emergency first aid

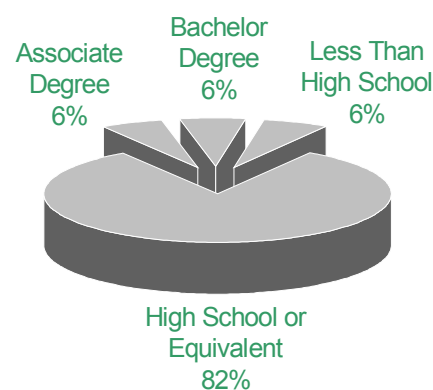
Computer

- ◆ N/A

Other:

- ◆ Possession of a clean police record
- ◆ Possession of an Early Childhood Development Certificate

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

COMPUTER AIDED DESIGN (CAD) TECHNICIANS

Computer Aided Design (CAD) Technicians operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering, or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

Alternate Titles: CAD Operator, 3D Graphic Composer

Responding Firms: 16 - Representing 62 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** N/A
- ◆ **Occupation Size 2006:** N/A
- ◆ **Growth Rate:** N/A
- ◆ **Total Openings 2002 - 2006:** N/A

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	19%	62%	19%
Over Next 24 Months	0%	44%	56%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Industry information is not currently available.	

RECRUITMENT

Most successful recruitment methods used:

◆ Internet	75%
◆ Employee Referrals	50%
◆ Newspaper Ads	44%
◆ Other (word of mouth)	31%
◆ Private Employment Agencies	19%
◆ In-House Promotion or Transfer	13%
◆ Employment Development Department	13%

WORK PATTERNS

Hours:

88% reported full-time employees, averaging 40 hours weekly
 10% reported part-time employees, averaging 25 hours weekly
 2% reported temporary employees, averaging 40 hours weekly

Shifts:

100% of responding firms offer day shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	N/A	N/A	N/A
Experienced	○	●	○

◆ **Gender Ratio:** 24% Female 76% Male

◆ **Turnover Rate:** 10% over the past 12 months

CAREER LADDERS

- ◆ **38% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Computer Graphics Technician, Draftsman, Engineering Technician
- ◆ **75% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** CAD Technician II, Job Captain, Supervisor, Project Manager, Project Coordinator, Department Head, Drafting Designer, CAD Engineer, Design Engineer, Software Developer
- ◆ **Important qualifications for advancement:** Job knowledge, experience, supervisory skills, engineering degree, problem solving abilities, software knowledge, computer skills, job performance

WAGES

Experience	Range	Median
New Hires, No Experience	-	-
New Hires, With Experience	\$ 7.67 - \$19.18	\$15.00
3+ Yrs Experience With Firm	\$11.99 - \$31.16	\$20.50

*No firms surveyed were unionized
 **New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	69%	13%	13%	-	6%	-
Dental	50%	13%	13%	-	6%	-
Vision	38%	13%	6%	-	6%	-
Life	56%	13%	6%	-	-	-
Sick Leave	75%	6%	-	-	6%	-
Vacation	94%	13%	-	-	6%	-
Retirement	50%	13%	13%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	100%	-	-	Length: 6 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	38%	62%	-	Length: 6 - 60 months Titles: Engineer, Designer or Architect
Is training accepted in lieu of experience?	25%	75%	-	Length: 6 - 60 months
Is technical or vocational training required?	38%	43%	19%	Length: 2 - 60 months Type: Software Training, Operations Training, CAD Training

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Transmission, broadcasting, switching, control, and operation of telecommunications systems
- ◆ Electric circuit boards, processors, chips, and computer hardware and software, including applications and programming

Skills/Abilities:

General

- ◆ Problem solving
- ◆ Analytical thinking
- ◆ Continuous learning
- ◆ Reading comprehension

Physical

- ◆ N/A

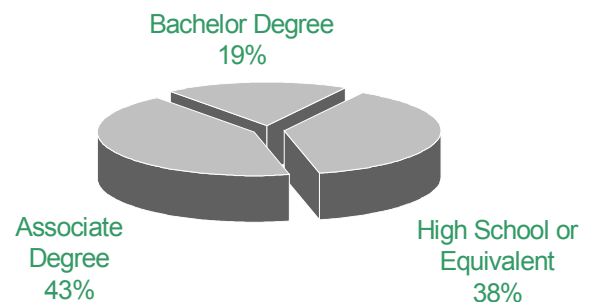
Technical

- ◆ Teaching others
- ◆ Analyzing needs and product requirements
- ◆ Determining necessary tools and equipment
- ◆ Conducting tests to determine whether equipment, software, or procedures are operating as expected

Computer

- ◆ Microsoft Office
- ◆ Solid Works
- ◆ Digital

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

COOKS - RESTAURANT

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

Alternate Titles: Line Cook, Kitchen Personnel

Responding Firms: 17 - Representing 117 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Large - 23,056
- ◆ **Occupation Size 2006:** Large - 24,690
- ◆ **Growth Rate:** Average - 1.9%
- ◆ **Total Openings 2002 - 2006:** 5,180

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	94%	6%
Over Next 24 Months	0%	100%	0%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Eating & Drinking Places	90.1

RECRUITMENT

Most successful recruitment methods used:

◆ Walk-In Applicants	76%
◆ Employee Referrals	65%
◆ Newspaper Ads	41%
◆ In-House Promotion or Transfer	29%
◆ Other (word of mouth)	18%
◆ Colleges/Universities	6%

WORK PATTERNS

Hours:

79% reported full-time employees, averaging 39 hours weekly
21% reported part-time employees, averaging 23 hours weekly

Shifts:

94% of responding firms offer day shifts
59% of responding firms offer swing shifts
12% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 9% Female 91% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 13% over the past 12 months

CAREER LADDERS

- ◆ **53% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Busser, Dishwasher, Waiter, Prep-cook, Hostess
- ◆ **53% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Lead Line Cook, Sushi Chef, Chef, Lead Chef, Assistant Manager, Manager
- ◆ **Important qualifications for advancement:** Experience, job knowledge, leadership ability, team work, cleanliness, communication skills, strong organizational skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$ 7.50	\$ 6.75
New Hires, With Experience	\$ 6.75 - \$14.38	\$ 8.00
3+ Yrs Experience With Firm	\$ 6.75 - \$14.38	\$10.00

*No firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	-	-	18%	12%	-	-
Dental	-	-	18%	12%	-	-
Vision	-	-	-	-	-	-
Life	6%	-	6%	6%	-	-
Sick Leave	-	-	6%	6%	-	-
Vacation	-	-	12%	12%	-	-
Retirement	-	-	-	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	47%	47%	6%	Length: 6 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	22%	78%	-	Length: 12 months Titles: Dishwasher or Food Server
Is training accepted in lieu of experience?	44%	56%	-	Length: 3 - 12 months
Is technical or vocational training required?	12%	88%	-	Length: 6 - 12 months Type: Cooking

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ N/A

Skills/Abilities:

General

- ◆ Basic math
- ◆ Effective writing
- ◆ Oral communication
- ◆ Organizational/timing
- ◆ Working under pressure
- ◆ Reading and following directions
- ◆ Planning and organizing the work of others

Physical

- ◆ Lifting at least 30lbs. repeatedly
- ◆ Standing continuously for 2 or more hours

Technical

- ◆ Meat carving
- ◆ Pastry making
- ◆ Sauce making
- ◆ Cooking ethnic foods
- ◆ Food buying and menu planning

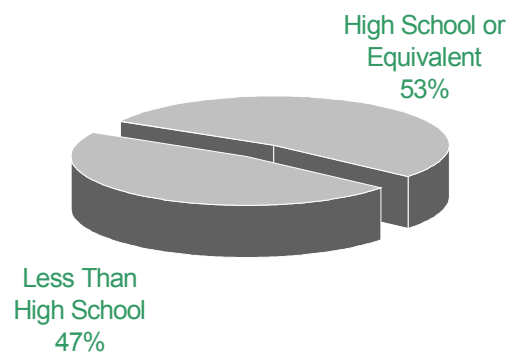
Computer

- ◆ N/A

Other:

- ◆ Willingness to work nights, weekends and holidays

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

CRANE AND TOWER OPERATORS

Crane and Tower Operators operate mechanical boom and cable or tower and cable equipment to lift and move materials, machines, or products in many directions. Dragline Operators are not included.

Alternate Titles: N/A

Responding Firms: 16 - Representing 144 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 933
- ◆ **Occupation Size 2006:** Small - 1,110
- ◆ **Growth Rate:** Faster than average - 5.5%
- ◆ **Total Openings 2002 - 2006:** 330

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	94%	6%
Over Next 24 Months	0%	56%	44%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Water Transportation Services	59.0
Misc. Special Trade Contractors	8.3
Heavy Construction, Except Highway	7.3
Metals & Minerals, Except Petroleum	5.4

RECRUITMENT

Most successful recruitment methods used:

- ◆ Union Hall Referrals 81%
- ◆ Employee Referrals 25%
- ◆ Other (word of mouth) 19%
- ◆ In-House Promotion or Transfer 6%
- ◆ Newspaper Ads 6%

WORK PATTERNS

Hours:

- 85% reported full-time employees, averaging 39 hours weekly
- 15% reported temporary employees, averaging 32 hours weekly

Shifts:

- 100% of responding firms offer day shifts
- 38% of responding firms offer swing shifts
- 19% of responding firms offer graveyard shifts
- 13% of responding firms offer other shift types (as needed)

- ◆ **Gender Ratio:** 0% Female 100% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 3% over the past 12 months

CAREER LADDERS

- ◆ **50% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Laborer, Crane Oiler, Apprentice, Driller's Helper, Drill Rig Operator
- ◆ **31% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Standard Operator, Foreman, Supervisor, Superintendent
- ◆ **Important qualifications for advancement:** Experience, communication skills, equipment knowledge, certification, technical job skills, dependability

WAGES

Experience	Range	Median
New Hires, No Experience	-	-
New Hires, With Experience	\$12.00 - \$48.90	\$27.50
3+ Yrs Experience With Firm	\$14.00 - \$52.26	\$30.27

*Almost all firms surveyed were unionized
 **New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	-	-	100%	-	-	-
Dental	-	-	93%	-	-	-
Vision	-	-	93%	-	-	-
Life	7%	-	93%	-	-	-
Sick Leave	-	-	47%	-	-	-
Vacation	47%	-	47%	-	-	-
Retirement	-	-	100%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	94%	-	6%	Length: 1 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	19%	81%	-	Length: 3 - 12 months Titles: Power Equipment Specialist, Driller or Laborer
Is training accepted in lieu of experience?	38%	62%	-	Length: 1 - 36 months
Is technical or vocational training required?	31%	69%	-	Length: 3 - 48 months Type: Apprenticeship, Journeyman

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Machines and tools, including their designs, uses, benefits, repair, and maintenance

Skills/Abilities:

General

- ◆ Legible writing
- ◆ Oral communication
- ◆ Reading and following directions

Physical

- ◆ N/A

Technical

- ◆ Routine maintenance
- ◆ Controlling operations of equipment systems
- ◆ Inspecting and evaluating the quality of products

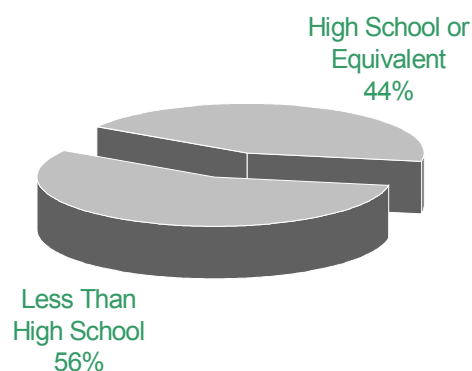
Computer

- ◆ Custom software
- ◆ Computer operated equipment

Other:

- ◆ Crane License

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

CUSTOMER SERVICE REPRESENTATIVES

Customer Service Representatives talk with customers to find solutions to customers' problems. They may work at a professional, or clerical level. Customer Service Representatives at clerical levels deal with complaints about products or billing or receive orders for products or services. Representatives at professional levels most often are employed with companies selling complex products, such as computers. They answer questions and investigate and correct errors. They may train customers in the use of the product or interpret customer need to technical staff.

Alternate Titles: CSR, Sales Representative, Service Advisor, Admissions Desk Clerk, Order Clerk

Responding Firms: 35 - Representing 192 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** N/A
- ◆ **Occupation Size 2006:** N/A
- ◆ **Growth Rate:** N/A
- ◆ **Total Openings 2002 - 2006:** N/A

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	77%	17%
Over Next 24 Months	3%	71%	26%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Industry information is not currently available.	

RECRUITMENT

Most successful recruitment methods used:

◆ Newspaper Ads	66%
◆ Employee Referrals	54%
◆ In-House Promotion or Transfer	40%
◆ Walk-In Applicants	31%
◆ Other (word of mouth)	29%
◆ Internet	26%
◆ Employment Development Department	11%

WORK PATTERNS

Hours:

93% reported full-time employees, averaging 40 hours weekly
7% reported part-time employees, averaging 26 hours weekly

Shifts:

100% of responding firms offer day shifts
14% of responding firms offer swing shifts
6% of responding firms offer graveyard shifts
3% of responding firms offer other shift types (evening)

- ◆ **Gender Ratio:** 71% Female 29% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	○	●

- ◆ **Turnover Rate:** 14% over the past 12 months

CAREER LADDERS

- ◆ **63% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Salesperson, Shipping and Receiving Clerk, Receptionist, Data Entry Technician, General Office Clerk, Mailroom Clerk
- ◆ **54% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Service Technician, Supervisor, Customer Service Manager, Sales Agent, Sales Manager, Products Manager, Vault Secretary, Auditor, Executive Assistant, Controller
- ◆ **Important qualifications for advancement:** Experience, job knowledge, college degree, sales ability, communication skills, management skills, computer skills, desire for continuous learning

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$10.30	\$ 7.00
New Hires, With Experience	\$ 6.75 - \$17.26	\$10.00
3+ Yrs Experience With Firm	\$ 7.77 - \$20.14	\$13.00

***No firms surveyed were unionized**

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	57%	3%	29%	3%	-	-
Dental	31%	3%	20%	3%	20%	-
Vision	34%	3%	14%	-	6%	-
Life	46%	3%	20%	3%	3%	-
Sick Leave	63%	6%	6%	3%	-	-
Vacation	86%	11%	-	-	-	-
Retirement	29%	3%	11%	3%	3%	-
Child Care	-	-	-	-	-	-
Other	-	-	6%	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	40%	20%	40%	Length: 3 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	57%	43%	-	Length: 3 - 24 months Titles: Sales Representative, Retail Sales Clerk, Receptionist, General Office Clerk or Administrative Clerk
Is training accepted in lieu of experience?	54%	46%	-	Length: 3 - 24 months
Is technical or vocational training required?	14%	86%	-	Length: 3 - 12 months Type: Computer

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ N/A

Skills/Abilities:

General

- ◆ Basic math
- ◆ Public contact
- ◆ Active listening
- ◆ Effective writing
- ◆ Attention to detail
- ◆ Telephone answering

Physical

- ◆ N/A

Technical

- ◆ Accounting
- ◆ Bookkeeping
- ◆ Conducting audits
- ◆ Payroll processing
- ◆ Operating a 10-key adding machine by touch

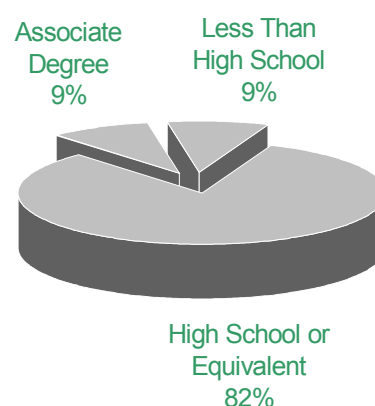
Computer

- ◆ Microsoft Office
- ◆ FileMakerPro
- ◆ Accounting software

Other:

- ◆ Bondable

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

DISPATCHERS - EXCEPT POLICE, FIRE, AND AMBULANCE

Dispatchers (except Police, Fire, and Ambulance) schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers or for normal installation, service, or emergency repairs rendered outside the place of business. Their duties may include use of radio/telephone to transmit assignments and compile statistics and reports on the progress of work. Police, Fire and Ambulance Dispatchers are not included.

Alternate Titles: N/A

Responding Firms: 19 - Representing 92 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 6,004
- ◆ **Occupation Size 2006:** Medium - 6,530
- ◆ **Growth Rate:** Faster than average - 2.3%
- ◆ **Total Openings 2002 - 2006:** 1,145

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	5%	74%	21%
Over Next 24 Months	0%	100%	0%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Trucking & Courier Services, Exc. Air	14.5
Freight Transportation Arrangement	6.9
Miscellaneous Business Services	6.8
Electrical Work	5.2
Local & Suburban Transportation	5.2

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	53%
◆ Walk-In Applicants	53%
◆ In-House Promotion or Transfer	47%
◆ Newspaper Ads	26%
◆ Other (word of mouth)	11%
◆ Private Employment Agencies	11%
◆ Employment Development Department	11%

WORK PATTERNS

Hours:

- 90% reported full-time employees, averaging 42 hours weekly
- 10% reported part-time employees, averaging 28 hours weekly

Shifts:

- 95% of responding firms offer day shifts
- 26% of responding firms offer swing shifts
- 21% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 42% Female 58% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 10% over the past 12 months

CAREER LADDERS

- ◆ **68% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Customer Service Representative, Installer, Driver, Field Worker, Packer
- ◆ **42% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Lead Dispatcher, Supervisor, Manager
- ◆ **Important qualifications for advancement:** Job knowledge, problem solving abilities, customer service skills, effective writing skills, supervisory skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$12.50	\$10.50
New Hires, With Experience	\$ 7.80 - \$17.98	\$12.00
3+ Yrs Experience With Firm	\$ 9.00 - \$21.58	\$14.38

*Few firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	53%	-	42%	5%	5%	-
Dental	42%	-	37%	5%	5%	-
Vision	26%	-	32%	5%	5%	-
Life	37%	-	21%	5%	5%	-
Sick Leave	32%	5%	26%	-	11%	5%
Vacation	58%	5%	21%	-	11%	5%
Retirement	21%	-	21%	-	5%	5%
Child Care	-	-	-	-	-	-
Other	5%	5%	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	68%	16%	16%	Length: 6 - 72 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	38%	62%	-	Length: 6 - 36 months Titles: Customer Service Representative or Driver
Is training accepted in lieu of experience?	38%	62%	-	Length: 1 - 12 months
Is technical or vocational training required?	5%	90%	5%	Length: 3 - 6 months Type: Phone Training, Computer Training

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Local streets and area

Skills/Abilities:

General

- ◆ Basic math
- ◆ Effective writing
- ◆ Record keeping
- ◆ Telephone answering
- ◆ Customer service skills
- ◆ Working under pressure
- ◆ Following oral instructions
- ◆ Reading and following directions

Physical

- ◆ N/A

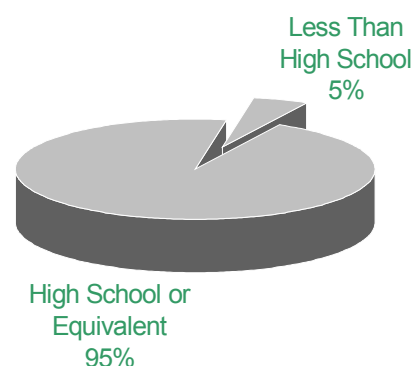
Technical

- ◆ Map reading
- ◆ Typing at least 30 wpm
- ◆ Handling crisis situations

Computer

- ◆ Microsoft Office
- ◆ Accounting software
- ◆ Custom trucking software

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

ELEVATOR INSTALLERS AND REPAIRERS

Elevator Installers and Repairers assemble, install, repair, and maintain electric and hydraulic freight and passenger elevators, escalators, and dumbwaiters.

Alternate Titles: Elevator Mechanic, Elevator Worker, Elevator Service Worker

Responding Firms: 17 - Representing 357 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 501
- ◆ **Occupation Size 2006:** Small - 570
- ◆ **Growth Rate:** Much faster than average - 3.8%
- ◆ **Total Openings 2002 - 2006:** 150

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	53%	41%
Over Next 24 Months	12%	29%	59%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Misc. Special Trade Contractors	99.6

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	47%
◆ Union Hall Referrals	47%
◆ Newspaper Ads	29%
◆ Walk-In Applicants	18%
◆ Other (word of mouth)	18%
◆ In-House Promotion or Transfer	12%
◆ Employment Development Department	6%

WORK PATTERNS

Hours:

100% reported full-time employees, averaging 40 hours weekly

Shifts:

100% of responding firms offer day shifts

18% of responding firms offer other shift types (as needed)

◆ **Gender Ratio:** 0% Female 100% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	○	●

◆ **Turnover Rate:** 1% over the past 12 months

CAREER LADDERS

- ◆ **53% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Helper, Apprentice, Shop Worker, Lead Mechanic, Insulation Supervisor
- ◆ **53% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Foreman, Supervisor, Manager, Superintendent
- ◆ **Important qualifications for advancement:** Job knowledge, experience, leadership ability, education, management skills, customer service skills, dependability

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$10.00 - \$15.00	\$11.00
New Hires, With Experience	\$10.00 - \$35.00	\$17.00
3+ Yrs Experience With Firm	\$15.00 - \$35.96	\$30.00
Union Wages		
New Hires, No Experience	\$16.85 - \$28.77	\$22.81
New Hires, With Experience	\$15.00 - \$33.70	\$26.37
3+ Yrs Experience With Firm	\$31.00 - \$35.96	\$33.69

*Many firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	18%	-	65%	-	-	-
Dental	6%	-	59%	-	6%	-
Vision	6%	-	53%	-	6%	-
Life	12%	-	59%	-	-	-
Sick Leave	53%	-	12%	-	-	-
Vacation	76%	-	12%	-	-	-
Retirement	-	-	53%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	65%	6%	29%	Length: 3 - 48 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	62%	38%	-	Length: 12 - 36 months Titles: Mechanic, Electrician or Welder
Is training accepted in lieu of experience?	75%	25%	-	Length: 3 - 36 months
Is technical or vocational training required?	-	76%	24%	Length: 24 - 36 months Type: Apprenticeship

IMPORTANT QUALIFICATIONS

Knowledge:

- ♦ Electronic circuitry

Skills/Abilities:

General

- ♦ Basic math
- ♦ Oral communication
- ♦ Reading and following directions

Physical

- ♦ Lifting at least 50 lbs. repeatedly
- ♦ Working from ladders and scaffolds
- ♦ Working in cramped/confined places

Technical

- ♦ Welding
- ♦ Using hand tools
- ♦ Reading blueprints
- ♦ Mechanical aptitude
- ♦ Repairing computerized controls
- ♦ Troubleshooting hydraulic systems
- ♦ Reading and generating working drawings

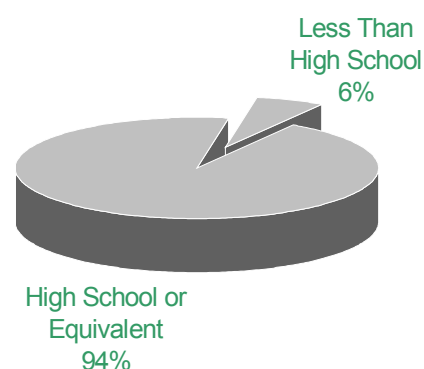
Computer

- ♦ Word
- ♦ Custom industrial and elevator software

Other:

- ♦ Willingness to work overtime and/or on-call

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

EMPLOYMENT INTERVIEWERS - PRIVATE OR PUBLIC

Employment Interviewers interview job applicants in an employment office and refer them to prospective employers for consideration. They record and evaluate various pertinent data, search application files, notify selected applicants of job openings, refer qualified applicants to prospective employers, and contact employers to verify referral results and record data.

Alternate Titles: Recruiter, Employment Specialist, Employment Recruiter

Responding Firms: 17 - Representing 129 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 1,733
- ◆ **Occupation Size 2006:** Small - 1,870
- ◆ **Growth Rate:** Faster than average - 14.7%
- ◆ **Total Openings 2002 - 2006:** 400

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	88%	12%
Over Next 24 Months	0%	41%	59%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Personnel Supply Services	63.7
Accounting, Auditing & Bookkeeping	7.5
Job Training & Related Services	7.1

RECRUITMENT

Most successful recruitment methods used:

◆ In-House Promotion or Transfer	76%
◆ Internet	47%
◆ Employee Referrals	35%
◆ Newspaper Ads	35%
◆ Other (word of mouth)	12%
◆ Employment Development Department	6%
◆ Walk-In Applicants	6%

WORK PATTERNS

Hours:

94% reported full-time employees, averaging 40 hours weekly
 4% reported part-time employees, averaging 30 hours weekly
 2% reported temporary employees, averaging 40 hours weekly

Shifts:

100% of responding firms offer day shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 66% Female 34% Male

- ◆ **Turnover Rate:** 5% over the past 12 months

CAREER LADDERS

- ◆ **76% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Staffer, File Clerk, Receptionist, Telephone Interviewer
- ◆ **88% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Staffing Consultant, Service Supervisor, Lead Supervisor, Recruiting Manager, Office Manager, Branch Manager
- ◆ **Important qualifications for advancement:** Job knowledge, experience, education, leadership ability, productivity, management skills, customer service skills, work ethic, strong organizational skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$13.42 - \$15.58	\$14.00
New Hires, With Experience	\$10.55 - \$23.97	\$15.58
3+ Yrs Experience With Firm	\$11.99 - \$47.95	\$19.18

**No firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	24%	-	71%	-	-	6%
Dental	18%	-	65%	-	-	6%
Vision	18%	-	65%	-	-	6%
Life	41%	-	35%	-	6%	6%
Sick Leave	76%	-	6%	-	-	6%
Vacation	82%	-	12%	-	-	6%
Retirement	6%	-	71%	-	-	6%
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	59%	23%	18%	Length: 3 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	92%	8%	-	Length: 6 - 36 months Titles: Human Resource Personnel, Business Manager, Sales Representative or Customer Service Representative
Is training accepted in lieu of experience?	23%	77%	-	Length: 12 months
Is technical or vocational training required?	-	88%	12%	Length: 6 - 12 months Type: Business Courses

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Industry clusters
- ◆ Business laws and operations
- ◆ Personnel classification procedures
- ◆ EEO and affirmative action programs and guidelines

Skills/Abilities:

General

- ◆ Basic math
- ◆ Tactfulness
- ◆ Active listening
- ◆ Effective writing
- ◆ Record keeping
- ◆ Customer service

Physical

- ◆ N/A

Technical

- ◆ Counseling
- ◆ Personnel recruitment
- ◆ Personnel interviewing
- ◆ Applying sales techniques

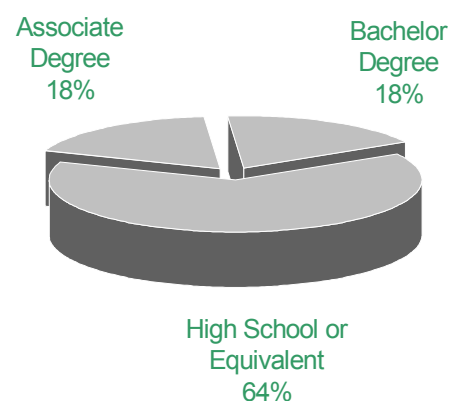
Computer

- ◆ Microsoft Office
- ◆ Internet/Email

Other:

- ◆ Possession of a reliable vehicle

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

FIBER OPTICS TECHNICIANS

Fiber Optics Technicians are responsible for the installation of fiber optic cables, making connections and splicing of fiber cables. They may maintain fiber optic systems to the nodes which includes interconnecting and splicing at the nodes and at the head end. They may make connections to the nodes and repair the system.

Alternate Titles: Technical Engineer, Industrial Technician, Communication Technician

Responding Firms: 17 - Representing 198 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** N/A
- ◆ **Occupation Size 2006:** N/A
- ◆ **Growth Rate:** N/A
- ◆ **Total Openings 2002 - 2006:** N/A

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	94%	6%
Over Next 24 Months	0%	94%	6%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Industry information is not currently available.	

RECRUITMENT

Most successful recruitment methods used:

◆ Union Hall Referrals	59%
◆ Employee Referrals	41%
◆ School, Program Referrals	24%
◆ Walk-In Applicants	24%
◆ In-House Promotion or Transfer	18%
◆ Newspaper Ads	18%
◆ Trade Journals	6%

WORK PATTERNS

Hours:

95% reported full-time employees, averaging 40 hours weekly
5% reported part-time employees, averaging 25 hours weekly

Shifts:

100% of responding firms offer day shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

◆ **Gender Ratio:** 1% Female 99% Male

◆ **Turnover Rate:** 15% over the past 12 months

CAREER LADDERS

- ◆ **6% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Apprentice
- ◆ **6% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Journeyman
- ◆ **Important qualifications for advancement:** Continuous learning and training, good work ethic, commitment

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$12.50 - \$13.00	\$12.75
New Hires, With Experience	\$10.00 - \$20.00	\$17.00
3+ Yrs Experience With Firm	\$12.00 - \$32.00	\$23.00
Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$15.00 - \$25.00	\$20.00
3+ Yrs Experience With Firm	\$28.39 - \$33.06	\$31.00

*Many firms surveyed were unionized
**New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	88%	-	-	-	-	-
Dental	88%	-	-	-	-	-
Vision	88%	-	-	-	-	-
Life	59%	-	-	-	-	-
Sick Leave	47%	-	-	-	-	-
Vacation	82%	-	-	-	-	-
Retirement	76%	-	-	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	82%	12%	6%	Length: 3 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	20%	80%	-	Length: 24 - 48 months Titles: Electrician or Cable Technician
Is training accepted in lieu of experience?	67%	33%	-	Length: 3 - 48 months
Is technical or vocational training required?	88%	12%	-	Length: 3 - 48 months Type: Apprenticeship, Trade School

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Fiber optics
- ◆ Networking
- ◆ Machines and tools, including their designs, uses, benefits, repair, and maintenance

Skills/Abilities:

General

- ◆ Effective writing
- ◆ Customer service
- ◆ Oral communication
- ◆ Advanced mathematics

Physical

- ◆ N/A

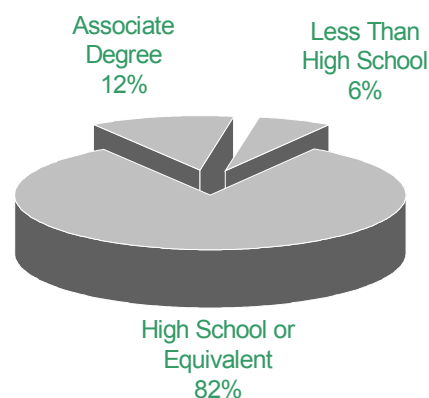
Technical

- ◆ Splicing and pulling wire
- ◆ Mechanical/technical aptitude
- ◆ Performing routine maintenance
- ◆ Determining necessary tools and equipment
- ◆ Inspecting and evaluating the quality of products

Computer

- ◆ Word
- ◆ Excel
- ◆ Windows NT

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

FILE CLERKS

File Clerks file correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used, and locate and remove material from files when requested. They may be required to classify and file new material.

Alternate Titles: Clerk, Front Office Clerk, Records Clerk, Office Assistant, Business Office Clerk

Responding Firms: 21 - Representing 230 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Medium - 10,597
- ◆ **Occupation Size 2006:** Medium - 10,940
- ◆ **Growth Rate:** Slower than average - 0.8%
- ◆ **Total Openings 2002 - 2006:** 2,295

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	5%	81%	14%
Over Next 24 Months	5%	76%	19%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Personnel Supply Services	24.0
Legal Services	13.3
Offices & Clinics of Medical Doctors	10.1
Hospitals	6.4
Insurance Agents, Brokers, & Services	5.0

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	48%
◆ Newspaper Ads	43%
◆ In-House Promotion or Transfer	33%
◆ Walk-In Applicants	33%
◆ Employment Development Department	29%
◆ School, Program Referrals	14%
◆ Internet	14%

WORK PATTERNS

Hours:

82% reported full-time employees, averaging 40 hours weekly
18% reported part-time employees, averaging 22 hours weekly

Shifts:

100% of responding firms offer day shifts
5% of responding firms offer swing shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	●	○	○

- ◆ **Gender Ratio:** 77% Female 23% Male

- ◆ **Turnover Rate:** 16% over the past 12 months

CAREER LADDERS

- ◆ **33% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Program Aide, Instructional Aide, Appointment Scheduler, Medical Records Copier, Receptionist, Medical Assistant, Mailroom Clerk
- ◆ **57% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Office Clerk II - IV, Team Leader, Senior Clerk, Clerk Typist, Billing Clerk, Secretary, Senior Office Assistant, Administrative Assistant, Business Office Supervisor, Business Office Manager
- ◆ **Important qualifications for advancement:** Experience, education, job knowledge, customer service skills, medical billing knowledge, strong organizational skills, computer skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$12.00	\$ 8.00
New Hires, With Experience	\$ 6.75 - \$14.00	\$ 9.50
3+ Yrs Experience With Firm	\$ 7.00 - \$15.00	\$11.00

*Few firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	38%	5%	24%	10%	5%	-
Dental	29%	5%	19%	5%	10%	-
Vision	29%	5%	19%	5%	10%	-
Life	38%	10%	14%	-	5%	-
Sick Leave	43%	14%	10%	-	-	-
Vacation	43%	19%	10%	-	-	5%
Retirement	29%	5%	14%	5%	5%	-
Child Care	-	-	-	-	5%	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	29%	33%	38%	Length: 6 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	50%	50%	-	Length: 6 months Titles: General Office Clerk or Customer Service Representative
Is training accepted in lieu of experience?	64%	36%	-	Length: 1 - 12 months
Is technical or vocational training required?	14%	86%	-	Length: 1 - 3 months Type: Medical Office

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ N/A

Skills/Abilities:

General

- ◆ Basic math
- ◆ Effective writing
- ◆ Oral communication
- ◆ Telephone answering
- ◆ Reading and following directions

Physical

- ◆ Standing continuously for 2 or more hours

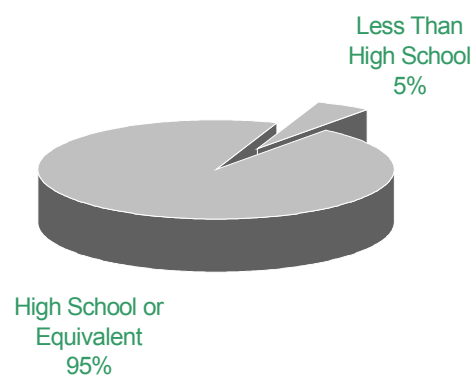
Technical

- ◆ Data entry
- ◆ Information gathering
- ◆ Typing at least 40 wpm
- ◆ Alphabetic and numeric filing
- ◆ Performing detailed clerical work

Computer

- ◆ Microsoft Office
- ◆ Works
- ◆ Windows
- ◆ Medical Manager

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

FINANCIAL ANALYSTS - STATISTICAL

Statistical Financial Analysts conduct statistical analyses of information affecting investment programs of public or private institutions and private individuals.

Alternate Titles: Financial Treasurer, Financial Controller, Financial Technician, Accounting Officer, Revenue Supervisor
Responding Firms: 19 - Representing 128 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 2,237
- ◆ **Occupation Size 2006:** Small - 2,580
- ◆ **Growth Rate:** Much faster than average - 30.3%
- ◆ **Total Openings 2002 - 2006:** 605

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	84%	16%
Over Next 24 Months	0%	79%	21%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Security & Commodity Services	39.1
Commercial Banks	21.1
Security Brokers & Dealers	16.7

RECRUITMENT

Most successful recruitment methods used:

◆ Newspaper Ads	74%
◆ Internet	68%
◆ Employee Referrals	37%
◆ In-House Promotion or Transfer	32%
◆ Other (word of mouth)	26%
◆ Employment Development Department	5%
◆ Walk-In Applicants	5%

WORK PATTERNS

Hours:

98% reported full-time employees, averaging 40 hours weekly
 2% reported part-time employees, averaging 15 hours weekly

Shifts:

100% of responding firms offer day shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 38% Female 62% Male

- ◆ **Turnover Rate:** 10% over the past 12 months

CAREER LADDERS

- ◆ **42% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Accounting Technician, Staff Accountant, Teller, Investment Clerk, Assistant Business Manager, Branch Manager
- ◆ **42% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Administrator, Chief Financial Officer, Senior Vice President
- ◆ **Important qualifications for advancement:** Experience, leadership ability, accounting skills, communication skills, ability to multi-task, management skills, computer skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$12.66 - \$12.66	\$12.66
New Hires, With Experience	\$14.38 - \$31.16	\$23.01
3+ Yrs Experience With Firm	\$15.82 - \$38.36	\$28.77

*Few firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	53%	-	42%	-	-	-
Dental	53%	-	37%	-	-	-
Vision	42%	-	42%	-	-	-
Life	79%	-	-	-	-	-
Sick Leave	89%	-	-	-	-	-
Vacation	100%	-	-	-	-	-
Retirement	53%	-	32%	-	11%	5%
Child Care	-	-	-	-	5%	-
Other	11%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	89%	-	11%	Length: 12 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	68%	32%	-	Length: 12 - 60 months Titles: Finance Officer, Payroll Clerk, Bookkeeper, Certified Public Accountant, Bank Teller or Auditor
Is training accepted in lieu of experience?	26%	74%	-	Length: 6 - 48 months
Is technical or vocational training required?	5%	95%	-	Length: 6 - 48 months Type: Accounting

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Accounting software
- ◆ Economic and accounting principles and practices

Skills/Abilities:

General

- ◆ Analytical
- ◆ Diplomacy
- ◆ Basic math
- ◆ Problem solving
- ◆ Effective oral and written communication

Physical

- ◆ N/A

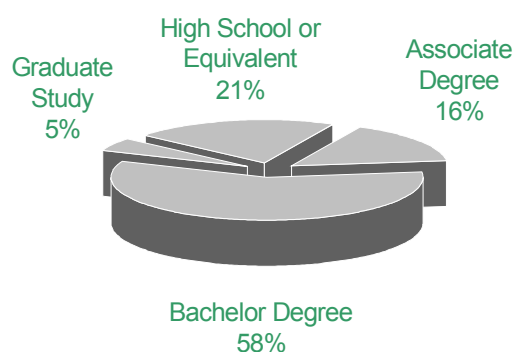
Technical

- ◆ Tax accounting
- ◆ Finance forecasting
- ◆ Utilizing service manuals
- ◆ Using mathematics to solve problems
- ◆ Analyzing indicators of system performance

Computer

- ◆ Microsoft Office
- ◆ Internet
- ◆ Quattro
- ◆ Quickbooks

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

FIRST LINE SUPERVISORS AND MANAGERS - SALES AND RELATED OCCUPATIONS

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties may perform management functions, such as budgeting, accounting, marketing, and personnel work.

Alternate Titles: Store Manager

Responding Firms: 15 - Representing 215 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Very large - 54,159
- ◆ **Occupation Size 2006:** Very large - 58,730
- ◆ **Growth Rate:** Faster than average - 15.8%
- ◆ **Total Openings 2002 - 2006:** 9,230

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	7%	93%	0%
Over Next 24 Months	0%	80%	20%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Grocery Stores	7.9
Miscellaneous Shopping Goods Stores	4.9
New & Used Car Dealers	4.2
Department Stores	3.4
Furniture & Home-Furnishing Stores	2.8

RECRUITMENT

Most successful recruitment methods used:

◆ Walk-In Applicants	80%
◆ In-House Promotion or Transfer	47%
◆ Employee Referrals	47%
◆ Newspaper Ads	47%
◆ Internet	7%
◆ School, Program Referrals	7%
◆ Trade Journals	7%

WORK PATTERNS

Hours:

- 87% reported full-time employees, averaging 41 hours weekly
- 13% reported part-time employees, averaging 30 hours weekly

Shifts:

- 100% of responding firms offer day shifts
- 67% of responding firms offer swing shifts
- 7% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 47% Female 53% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 8% over the past 12 months

CAREER LADDERS

- ◆ **87% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Driver, Retail Salesperson, Server, Grader, Cashier, Floor Assistant
- ◆ **40% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Senior Merchandise Assistant, Department Manager, General Manager, Corporate Office Personnel
- ◆ **Important qualifications for advancement:** Job knowledge, leadership abilities, strong organizational skills, ability to multi-task, industry knowledge, quality workmanship

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$ 11.08	\$ 7.00
New Hires, With Experience	\$ 6.75 - \$21.58	\$10.00
3+ Yrs Experience With Firm	\$ 7.50 - \$31.96	\$13.21

*No firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	20%	7%	53%	20%	7%	-
Dental	13%	-	40%	20%	7%	-
Vision	13%	-	33%	20%	7%	-
Life	20%	7%	33%	13%	7%	-
Sick Leave	20%	-	40%	20%	13%	7%
Vacation	27%	13%	40%	13%	7%	-
Retirement	20%	13%	33%	7%	7%	-
Child Care	-	-	-	-	7%	7%
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	47%	20%	33%	Length: 6 - 120 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	33%	67%	-	Length: 6 - 24 months Titles: Food & Beverage Manager, Retail Salesperson or Customer Service Representative
Is training accepted in lieu of experience?	33%	67%	-	Length: 2 - 6 months
Is technical or vocational training required?	-	100%	-	Length: N/A Type: N/A

IMPORTANT QUALIFICATIONS

Knowledge:

- ♦ N/A

Skills/Abilities:

General

- ♦ Public contact
- ♦ Active listening
- ♦ Effective writing
- ♦ Record keeping
- ♦ Problem solving
- ♦ Customer service
- ♦ Verbal presentation
- ♦ Working under pressure
- ♦ Planning and organizing the work of others

Physical

- ♦ N/A

Technical

- ♦ Bookkeeping
- ♦ Report writing
- ♦ Business math
- ♦ Applying sales techniques

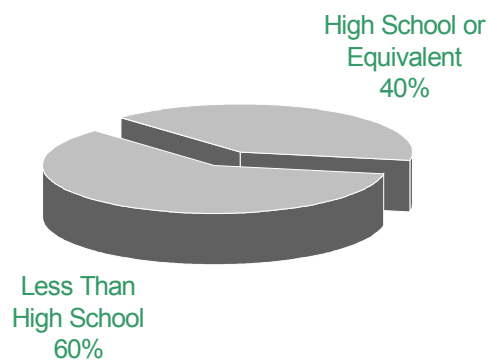
Computer

- ♦ Word

Other:

- ♦ Willingness to work nights, weekends and holidays

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

FIRST LINE SUPERVISORS AND MANAGERS - CONSTRUCTION TRADES & EXTRACTIVE WORKERS

First Line Supervisors/Managers in the Construction Trades and Extractive Workers directly supervise and coordinate activities of construction or extractive workers. Managers/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing and personnel work. In addition, Managers/Supervisors may also engage, in part, in the same construction work as the workers they supervise. Work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision, and report them in the occupations which are most closely related to their specific work duties are not included.

Alternate Titles: Foreman, Supervisor, Lead Supervisor, Superintendent

Responding Firms: 16 - Representing 67 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Medium - 7,613
- ◆ **Occupation Size 2006:** Medium - 8,710
- ◆ **Growth Rate:** Much faster than average - 4.0%
- ◆ **Total Openings 2002 - 2006:** 2,400

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	87%	13%
Over Next 24 Months	0%	56%	44%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Nonresidential Building Construction	16.8
Residential Building Construction	11.1
Electrical Work	9.7
Misc. Special Trade Contractors	9.7
Local Government, Exc. Hospitals & Education	9.0

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	63%
◆ In-House Promotion or Transfer	38%
◆ Other (word of mouth)	31%
◆ Union Hall Referrals	31%
◆ Newspaper Ads	25%
◆ Walk-In Applicants	6%
◆ Internet	6%

WORK PATTERNS

Hours:

100% reported full-time employees, averaging 41 hours weekly

Shifts:

100% of responding firms offer day shifts

6% of responding firms offer swing shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	○	●

- ◆ **Gender Ratio:** 0% Female 100% Male

- ◆ **Turnover Rate:** 2% over the past 12 months

CAREER LADDERS

- ◆ **63% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Warehouse Worker, Laborer, Carpenter, Plumber, Assistant Foreman, Maintenance Repairer, Handyman, Contractor, Electrician
- ◆ **38% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Project Manager, Production Manager, General Superintendent
- ◆ **Important qualifications for advancement:** Experience, technical knowledge, leadership ability, product knowledge

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$ 6.90 - \$25.00	\$22.00
3+ Yrs Experience With Firm	\$ 8.63 - \$38.36	\$27.50
Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$19.66 - \$32.60	\$28.77
3+ Yrs Experience With Firm	\$24.93 - \$47.95	\$31.16
<small>*Some firms surveyed were unionized **New Hire, No Experience wage data is not provided when less than three employers responded to this question.</small>		

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	50%	-	31%	-	-	-
Dental	44%	-	31%	-	-	-
Vision	44%	-	31%	-	-	-
Life	25%	-	25%	-	-	-
Sick Leave	50%	-	6%	-	-	-
Vacation	81%	-	6%	-	6%	-
Retirement	44%	-	25%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	94%	-	6%	Length: 12 - 120 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	44%	56%	-	Length: 12 - 36 months Titles: Carpenter, Construction Worker or Maintenance Mechanic
Is training accepted in lieu of experience?	19%	81%	-	Length: 6 - 12 months
Is technical or vocational training required?	-	100%	-	Length: N/A Type: N/A

IMPORTANT QUALIFICATIONS

Knowledge:

- ♦ N/A

Skills/Abilities:

General

- ♦ Problem solving
- ♦ Oral communication
- ♦ Working under pressure
- ♦ Prioritization/time management
- ♦ Planning and organizing the work of others

Physical

- ♦ Tolerating noise and dust
- ♦ Standing for prolonged periods
- ♦ Working outdoors in all weather conditions

Technical

- ♦ Shop math
- ♦ Reading blueprints
- ♦ Maintaining financial records
- ♦ Implementing safe work practices

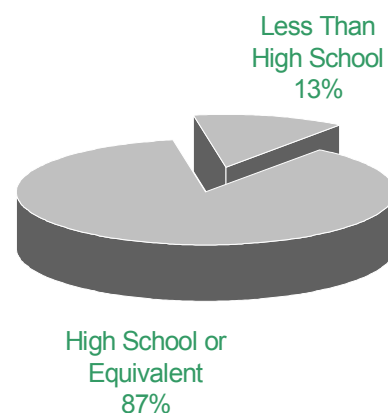
Computer

- ♦ Word
- ♦ Excel
- ♦ Accounting software

Other:

- ♦ Willingness to work overtime and/or on-call

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

FITNESS CENTER INSTRUCTORS AND TRAINERS

Fitness Center Instructors or Trainers instruct or coach individuals or groups in beginning or advanced calisthenics, gymnastics and reducing or corrective exercises in health clubs or gymnasiums. They evaluate the abilities of individuals to determine suitable training programs and they may design specialized training programs for individual needs. They teach and demonstrate the use of exercise apparatus and proper body movement.

Alternate Titles: Aerobics Instructor, Gym Instructor, Personal Instructor, Personal Trainer

Responding Firms: 15 - Representing 163 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** N/A
- ◆ **Occupation Size 2006:** N/A
- ◆ **Growth Rate:** N/A
- ◆ **Total Openings 2002 - 2006:** N/A

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	14%	53%	33%
Over Next 24 Months	0%	20%	80%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Industry information is not currently available.	

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	80%
◆ Walk-In Applicants	53%
◆ Colleges/Universities	40%
◆ Newspaper Ads	33%
◆ Internet	33%
◆ School, Program Referrals	20%
◆ Trade Journals	7%

WORK PATTERNS

Hours:

17% reported full-time employees, averaging 40 hours weekly
 76% reported part-time employees, averaging 18 hours weekly
 7% reported temporary employees, averaging 20 hours weekly

Shifts:

100% of responding firms offer day shifts
 60% of responding firms offer swing shifts
 27% of responding firms offer other shift types (evenings)

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	○	●

- ◆ **Gender Ratio:** 58% Female 42% Male

- ◆ **Turnover Rate:** 17% over the past 12 months

CAREER LADDERS

- ◆ **60% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Sales Representative, Aerobics Manager, Beginning Instructor
- ◆ **67% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Independent Trainer, Assistant Manager, Manager
- ◆ **Important qualifications for advancement:** Experience, customer service skills, competence, work ethic, sales ability, communication skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$15.00	\$11.00
New Hires, With Experience	\$10.50 - \$32.50	\$19.18
3+ Yrs Experience With Firm	\$13.75 - \$40.00	\$21.00

*No firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	7%	-	7%	13%	-	-
Dental	-	-	7%	13%	-	-
Vision	-	-	7%	13%	-	-
Life	-	-	7%	13%	-	-
Sick Leave	13%	7%	-	7%	-	-
Vacation	13%	7%	-	7%	-	-
Retirement	-	-	-	13%	-	-
Child Care	-	-	-	7%	-	-
Other	-	-	-	7%	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	46%	27%	27%	Length: 4 - 48 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	73%	27%	-	Length: 3 - 24 months Titles: Yoga Director, Dance or Physical Education Teacher
Is training accepted in lieu of experience?	73%	27%	-	Length: 1 - 24 months
Is technical or vocational training required?	26%	67%	7%	Length: 1 - 12 months Type: Health or Fitness Training & Certification

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Anatomy
- ◆ Physiology
- ◆ Proper equipment usage

Skills/Abilities:

General

- ◆ Leadership
- ◆ Active listening
- ◆ Effective writing
- ◆ Customer service
- ◆ Reading and following directions

Physical

- ◆ N/A

Technical

- ◆ Performing CPR
- ◆ Applying teaching techniques
- ◆ Administering emergency first aid
- ◆ Demonstrating and coaching exercises
- ◆ Demonstrating and coaching weight lifting techniques

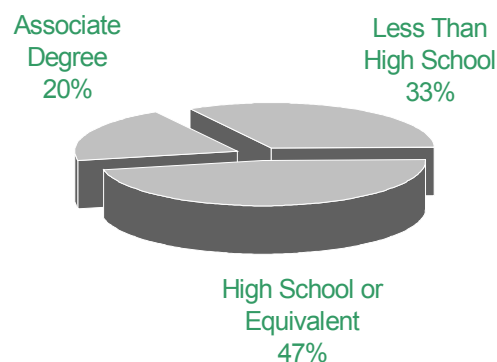
Computer

- ◆ Word
- ◆ Excel

Other:

- ◆ Ability to pass a pre-employment medical examination

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

FOOD BATCHMAKERS

Food Batchmakers set up and operate equipment that mixes, blends, or cooks ingredients used in the manufacturing of food products according to formulas or recipes. They may modify or reformulate recipes to produce products of specific flavor, texture, and color. Candy Makers, Almond Paste Mixers, Cheesemakers, Flavoring Compounders, and Honey Graders and Blenders are included. This occupation requires at least one year (and often more) of training or experience.

Alternate Titles: Mixer, Bottler, Brewer, Blender, Ice Cream Maker

Responding Firms: 16 - Representing 1101 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 1,630
- ◆ **Occupation Size 2006:** Small - 1,790
- ◆ **Growth Rate:** Faster than average - 2.6%
- ◆ **Total Openings 2002 - 2006:** 455

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	87%	13%
Over Next 24 Months	0%	100%	0%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Dairy Products	36.9
Bakery Products	16.5
Misc. Food & Kindred Products	15.8
Beverages	14.7

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	81%
◆ Newspaper Ads	50%
◆ Other (word of mouth)	38%
◆ Walk-In Applicants	31%
◆ In-House Promotion or Transfer	19%
◆ Union Hall Referrals	19%
◆ Private Employment Agencies	13%

WORK PATTERNS

Hours:

100% reported full-time employees, averaging 40 hours weekly

Shifts:

100% of responding firms offer day shifts
69% of responding firms offer swing shifts
50% of responding firms offer graveyard shifts

◆ **Gender Ratio:** 22% Female 78% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

◆ **Turnover Rate:** 5% over the past 12 months

CAREER LADDERS

- ◆ **56% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Packer, Machine Operator, General Laborer, Assistant Mixer, Filler Operator, Dishwasher, Buser
- ◆ **31% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Lead Person, Senior Blender, Line Operator
- ◆ **Important qualifications for advancement:** Job knowledge, ability to work with others, communication skills

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$ 6.75 - \$ 8.00	\$ 6.88
New Hires, With Experience	\$ 6.75 - \$10.00	\$ 7.50
3+ Yrs Experience With Firm	\$ 7.00 - \$12.00	\$ 8.38
Union Wages		
New Hires, No Experience	\$16.50 - \$17.62	\$17.06
New Hires, With Experience	\$ 9.00 - \$17.62	\$17.25
3+ Yrs Experience With Firm	\$12.00 - \$22.00	\$17.50

*Some firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	50%	-	38%	-	-	-
Dental	56%	-	25%	-	-	-
Vision	38%	-	13%	-	-	-
Life	44%	-	19%	-	-	-
Sick Leave	56%	-	25%	-	-	-
Vacation	56%	-	19%	-	-	-
Retirement	50%	-	19%	-	-	-
Child Care	13%	-	6%	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	25%	62%	13%	Length: 3 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	-	100%	-	Length: N/A Titles: N/A
Is training accepted in lieu of experience?	-	100%	-	Length: N/A
Is technical or vocational training required?	-	100%	-	Length: N/A Type: N/A

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Food characteristics
- ◆ Understanding of food processing methods

Skills/Abilities:

General

- ◆ Basic math
- ◆ Effective writing
- ◆ Oral communication
- ◆ Reading and following directions

Physical

- ◆ Tolerating high temperatures
- ◆ Excellent sense of color, taste and smell

Technical

- ◆ N/A

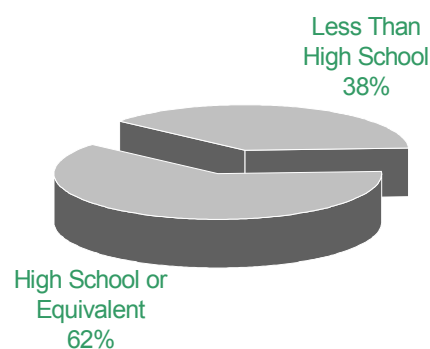
Computer

- ◆ Word

Other:

- ◆ Willingness to work nights, weekends and holidays

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

FOOD SERVERS - OUTSIDE

Outside Food Servers serve food to patrons outside of a restaurant environment, such as to patrons in hotels, hospital rooms, or cars. Workers who serve food in typical restaurant environments are reported as Waiters and Waitresses. Food Venders are not included.

Alternate Titles: Dietary Server, Dietary Aide, Room Server, Runner

Responding Firms: 21 - Representing 366 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 1,364
- ◆ **Occupation Size 2006:** Small - 1,530
- ◆ **Growth Rate:** Much faster than average - 3.3%
- ◆ **Total Openings 2002 - 2006:** 835

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	5%	90%	5%
Over Next 24 Months	0%	57%	43%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Hotels & Motels	70.0
Hospitals	26.8

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	86%
◆ Newspaper Ads	67%
◆ Walk-In Applicants	52%
◆ In-House Promotion or Transfer	43%
◆ Other (word of mouth)	14%
◆ Employment Development Department	10%

WORK PATTERNS

Hours:

51% reported full-time employees, averaging 40 hours weekly
 32% reported part-time employees, averaging 22 hours weekly
 17% reported temporary employees, averaging 21 hours weekly

Shifts:

100% of responding firms offer day shifts
 57% of responding firms offer swing shifts
 38% of responding firms offer other shift types (evenings)

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	●	○	○

- ◆ **Gender Ratio:** 40% Female 60% Male

- ◆ **Turnover Rate:** 8% over the past 12 months

CAREER LADDERS

- ◆ **72% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Activity Assistant, Busser, Dishwasher, Dietary Helper, Customer Service Representative
- ◆ **86% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Supervisor, Waiter/Waitress, Kitchen Worker, Assistant Cook, Cook, Kitchen Manager, Housekeeping Manager, Security Personnel
- ◆ **Important qualifications for advancement:** Experience, customer relations, work ethic, motivation, problem solving skills, communication skills, security guard card

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$ 8.75	\$ 6.75
New Hires, With Experience	\$ 6.75 - \$ 9.75	\$ 7.67
3+ Yrs Experience With Firm	\$ 6.75 - \$13.42	\$ 9.50

*Few firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	24%	-	67%	24%	-	-
Dental	19%	-	57%	19%	10%	5%
Vision	19%	5%	43%	5%	10%	5%
Life	19%	5%	33%	10%	5%	5%
Sick Leave	62%	14%	14%	5%	-	-
Vacation	76%	24%	19%	5%	-	-
Retirement	14%	-	24%	5%	14%	10%
Child Care	-	-	-	-	10%	5%
Other	-	5%	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	38%	24%	38%	Length: 3 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	81%	19%	-	Length: 3 - 12 months Titles: Waiter, Waitress, Busser or Cook
Is training accepted in lieu of experience?	81%	19%	-	Length: 1 - 12 months
Is technical or vocational training required?	14%	86%	-	Length: 1 - 12 months Type: Hospitality

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Cash register systems

Skills/Abilities:

General

- ◆ Basic math
- ◆ Legible writing
- ◆ Good grooming
- ◆ Customer service
- ◆ Oral communication
- ◆ Working quickly/under pressure
- ◆ Reading and following directions

Physical

- ◆ Walking for prolonged periods of time
- ◆ Standing continuously for 2 or more hours

Technical

- ◆ Operating a cash register
- ◆ Handling multiple food orders in a timely fashion

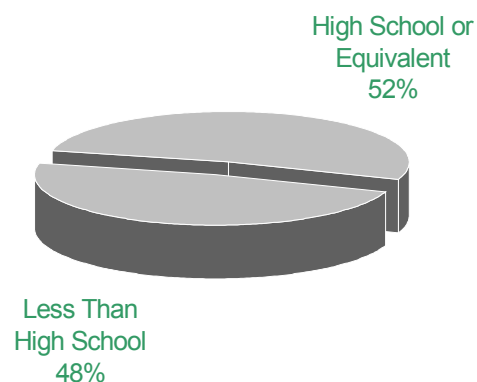
Computer

- ◆ N/A

Other:

- ◆ Willingness to work nights, weekends and holidays

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

FORKLIFT OPERATORS

Forklift Operators operate forklift to push, pull, lift, stack, tier or move products, equipment, or materials in warehouse, storage yard, or factory.

Alternate Titles: Lift Truck Operator, Houseman, Production Expeditor, Forklift Driver

Responding Firms: 15 - Representing 99 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** N/A
- ◆ **Occupation Size 2006:** N/A
- ◆ **Growth Rate:** N/A
- ◆ **Total Openings 2002 - 2006:** N/A

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	13%	87%	0%
Over Next 24 Months	0%	100%	0%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Industry information is not currently available.	

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	80%
◆ Walk-In Applicants	67%
◆ Newspaper Ads	40%
◆ In-House Promotion or Transfer	33%
◆ Union Hall Referrals	33%
◆ Employment Development Department	20%
◆ Other (word of mouth)	7%

WORK PATTERNS

Hours:

93% reported full-time employees, averaging 42 hours weekly
 3% reported part-time employees, averaging 20 hours weekly
 4% reported temporary employees, averaging 40 hours weekly

Shifts:

80% of responding firms offer day shifts
 33% of responding firms offer swing shifts
 47% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 1% Female 99% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	●	○	○

- ◆ **Turnover Rate:** 15% over the past 12 months

CAREER LADDERS

- ◆ **60% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Loader, Warehouse Processor, General Floor Helper, Janitor, Packer
- ◆ **40% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Receiving Clerk, Dispatcher, Sales Person, Supervisor
- ◆ **Important qualifications for advancement:** Job knowledge, dependability, English speaking

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$ 6.75 - \$ 7.00	\$ 6.88
New Hires, With Experience	\$ 6.75 - \$ 8.50	\$ 7.50
3+ Yrs Experience With Firm	\$ 7.00 - \$ 9.00	\$ 8.00
Union Wages		
New Hires, No Experience	\$ 9.00 - \$10.01	\$10.00
New Hires, With Experience	\$ 8.64 - \$15.00	\$11.56
3+ Yrs Experience With Firm	\$10.80 - \$14.50	\$13.50

**Most firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	57%	-	14%	-	-	-
Dental	57%	-	14%	-	-	-
Vision	57%	-	7%	-	-	-
Life	50%	-	-	-	7%	-
Sick Leave	71%	-	-	-	-	-
Vacation	86%	-	-	-	-	-
Retirement	57%	-	21%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	67%	27%	6%	Length: 3 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	18%	82%	-	Length: 6 - 12 months Titles: Warehouse Worker, Packer or Driver
Is training accepted in lieu of experience?	27%	73%	-	Length: 3 - 6 months
Is technical or vocational training required?	13%	87%	-	Length: 6 months Type: Certification

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Safety techniques

Skills/Abilities:

General

- ◆ Interpersonal
- ◆ Legible writing
- ◆ Following oral instructions
- ◆ Performing routine, repetitive work

Physical

- ◆ Manual dexterity
- ◆ Good hand-eye coordination
- ◆ Standing continuously for 2 or more hours

Technical

- ◆ Material handling
- ◆ Loading/unloading

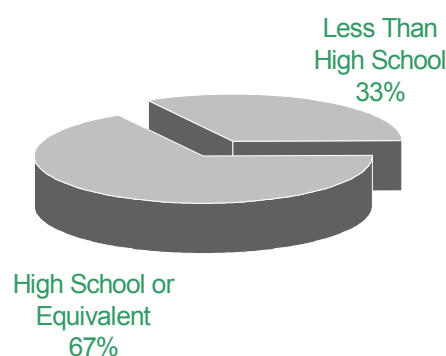
Computer

- ◆ N/A

Other:

- ◆ Forklift certification

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

GENERAL OFFICE CLERKS

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Workers whose duties are narrowly defined are not included.

Alternate Titles: Unit Clerk, Clerk, Assistant, Office Staff

Responding Firms: 26 - Representing 131 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Medium - 108,576
- ◆ **Occupation Size 2006:** Medium - 115,890
- ◆ **Growth Rate:** Faster than average - 1.8%
- ◆ **Total Openings 2002 - 2006:** 24,415

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	19%	81%	0%
Over Next 24 Months	8%	80%	12%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Personnel Supply Services	6.7
Local Government, Exc. Hospitals & Education	6.1
Colleges & Universities	5.8
Hospitals	5.3
Elementary & Secondary Schools	4.3

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	65%
◆ Newspaper Ads	54%
◆ In-House Promotion or Transfer	35%
◆ Walk-In Applicants	31%
◆ Employment Development Department	27%
◆ Private Employment Agencies	19%
◆ School, Program Referrals	12%

WORK PATTERNS

Hours:

75% reported full-time employees, averaging 40 hours weekly
25% reported part-time employees, averaging 22 hours weekly

Shifts:

100% of responding firms offer day shifts
4% of responding firms offer swing shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 76% Female 24% Male

- ◆ **Turnover Rate:** 11% over the past 12 months

CAREER LADDERS

- ◆ **27% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Receptionist, Phones Person-Office, Shipping Clerk
- ◆ **46% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Customer Service Representative, Office Manager, Administrative Assistant, Administrative Coordinator, Administrator
- ◆ **Important qualifications for advancement:** Job knowledge, experience, education, leadership ability, communication skills, strong organizational skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$10.00	\$ 8.00
New Hires, With Experience	\$ 6.75 - \$15.34	\$10.00
3+ Yrs Experience With Firm	\$ 8.00 - \$18.00	\$12.00

*Few firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	27%	-	38%	15%	4%	-
Dental	12%	-	4%	12%	31%	4%
Vision	12%	-	8%	12%	12%	-
Life	31%	-	19%	8%	4%	4%
Sick Leave	35%	8%	4%	8%	4%	-
Vacation	58%	12%	4%	8%	4%	-
Retirement	12%	-	8%	4%	4%	-
Child Care	-	-	4%	-	-	-
Other	-	-	4%	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	42%	16%	42%	Length: 2 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	57%	43%	-	Length: 3 - 24 months Titles: Office Assistant, File Clerk, Bookkeeper, Cashier or Customer Service Representative
Is training accepted in lieu of experience?	50%	50%	-	Length: 3 - 12 months
Is technical or vocational training required?	35%	65%	-	Length: 1 - 12 months Type: Computer

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ N/A

Skills/Abilities:

General

- ◆ Basic math
- ◆ Public contact
- ◆ Record keeping
- ◆ Oral communication
- ◆ Telephone answering
- ◆ Reading and following directions
- ◆ English grammar, spelling and punctuation

Physical

- ◆ N/A

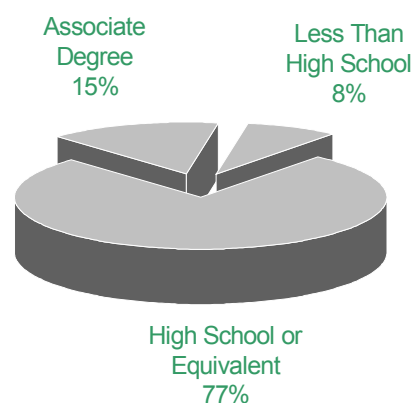
Technical

- ◆ Accounting
- ◆ Report editing
- ◆ Typing at least 45 wpm
- ◆ Alphabetic and numeric filing
- ◆ Operating a 10-key adding machine

Computer

- ◆ Microsoft Office
- ◆ FileMaker Pro
- ◆ Windows
- ◆ Publisher

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

GLAZIERS

Glaziers install glass in windows, skylights, store fronts, and display cases, or on surfaces such as building fronts, interior walls, ceilings, and tabletops. Safety Glass Installers or Glaziers who work primarily on production lines are not included.

Alternate Titles: N/A

Responding Firms: 19 - Representing 84 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 593
- ◆ **Occupation Size 2006:** Small - 650
- ◆ **Growth Rate:** Faster than average - 2.6%
- ◆ **Total Openings 2002 - 2006:** 150

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	5%	74%	21%
Over Next 24 Months	0%	79%	21%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Misc. Special Trade Contractors	58.4
Elementary & Secondary Schools	21.9

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	58%
◆ Walk-In Applicants	37%
◆ Other (word of mouth)	32%
◆ Newspaper Ads	32%
◆ In-House Promotion or Transfer	16%
◆ School, Program Referrals	16%
◆ Union Hall Referrals	11%

WORK PATTERNS

Hours:

92% reported full-time employees, averaging 40 hours weekly
 2% reported part-time employees, averaging 31 hours weekly
 6% reported temporary employees, averaging 40 hours weekly

Shifts:

100% of responding firms offer day shifts
 11% of responding firms offer other shift types (on-call)

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	○	●

◆ **Gender Ratio:** 4% Female 96% Male

◆ **Turnover Rate:** 5% over the past 12 months

CAREER LADDERS

- ◆ **89% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Custodian, Shop Worker, Apprentice, Helper, General Maintenance Worker
- ◆ **21% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Foreman, Supervisor
- ◆ **Important qualifications for advancement:** Job knowledge, experience, leadership ability, technical job skills

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$ 8.00 - \$15.00	\$10.00
New Hires, With Experience	\$ 8.00 - \$20.00	\$14.50
3+ Yrs Experience With Firm	\$11.00 - \$25.00	\$17.50
Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$18.42 - \$26.00	\$23.00
3+ Yrs Experience With Firm	\$22.45 - \$26.00	\$24.93

*Some firms surveyed were unionized
**New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	39%	-	56%	-	-	-
Dental	28%	-	33%	-	-	-
Vision	28%	-	33%	-	-	-
Life	22%	-	6%	-	-	-
Sick Leave	39%	-	-	-	-	-
Vacation	89%	-	-	-	-	-
Retirement	33%	-	6%	-	6%	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	74%	16%	10%	Length: 6 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	25%	75%	-	Length: 6 - 12 months Titles: Construction Worker or Craftsperson
Is training accepted in lieu of experience?	69%	31%	-	Length: 6 - 60 months
Is technical or vocational training required?	16%	84%	-	Length: 36 - 48 months Type: Apprenticeship, Journeyman

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Safety laws
- ◆ Glass technology
- ◆ New framing systems
- ◆ Understanding of building codes

Skills/Abilities:

General

- ◆ Oral communication
- ◆ Working under pressure
- ◆ Reading and following directions

Physical

- ◆ Manual dexterity
- ◆ Lifting at least 100lbs. repeatedly
- ◆ Working from ladders and scaffolds

Technical

- ◆ Shop math
- ◆ Glass cutting
- ◆ Using hand tools
- ◆ Reading blueprints
- ◆ Operating power tools
- ◆ Using and reading a tape measure

Computer

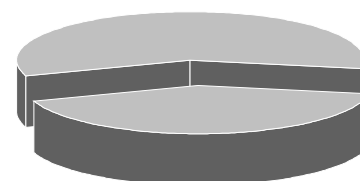
- ◆ N/A

Other:

- ◆ Possession of a valid driver's license

EDUCATION

High School or
Equivalent
58%



Less Than
High School
42%

AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

GUARDS AND WATCH GUARDS

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

Alternate Titles: Security Officer

Responding Firms: 20 - Representing 1,879 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Very large - 55,936
- ◆ **Occupation Size 2006:** Very large - 64,610
- ◆ **Growth Rate:** Much faster than average - 4.4%
- ◆ **Total Openings 2002 - 2006:** 18,000

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	10%	20%	70%
Over Next 24 Months	5%	60%	35%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Miscellaneous Business Services	73.0
Real Estate Operators & Lessors	3.1

RECRUITMENT

Most successful recruitment methods used:

◆ Newspaper Ads	90%
◆ Employee Referrals	70%
◆ Walk-In Applicants	45%
◆ School, Program Referrals	30%
◆ Employment Development Department	25%
◆ In-House Promotion or Transfer	15%
◆ Private Employment Agencies	10%

WORK PATTERNS

Hours:

84% reported full-time employees, averaging 40 hours weekly
 13% reported part-time employees, averaging 25 hours weekly
 3% reported temporary employees, averaging 34 hours weekly

Shifts:

90% of responding firms offer day shifts
 85% of responding firms offer swing shifts
 95% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 28% Female 72% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 8% over the past 12 months

CAREER LADDERS

- ◆ **24% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Clerk, Dispatcher
- ◆ **80% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Assistant Supervisor, Supervisor, Post Commander, Captain, Manager, Risk Management
- ◆ **Important qualifications for advancement:** Job knowledge, experience, leadership ability, effective writing skills, strong organizational skills, crisis situation management, communication skills, interpersonal skills, dependability

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$ 8.00	\$ 7.00
New Hires, With Experience	\$ 6.75 - \$10.00	\$ 8.00
3+ Yrs Experience With Firm	\$ 7.50 - \$14.00	\$ 9.00

*No firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	-	-	42%	5%	-	-
Dental	-	-	32%	5%	-	-
Vision	-	-	21%	5%	5%	-
Life	5%	-	5%	-	-	-
Sick Leave	16%	-	-	-	-	-
Vacation	37%	5%	-	-	-	-
Retirement	5%	-	11%	5%	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	30%	45%	25%	Length: 3 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	27%	73%	-	Length: 3 - 6 months Titles: Driver or Valet Parker
Is training accepted in lieu of experience?	36%	64%	-	Length: 1 - 6 months
Is technical or vocational training required?	5%	95%	-	Length: 1 month Type: Firearms

IMPORTANT QUALIFICATIONS

Knowledge:

- ♦ N/A

Skills/Abilities:

General

- ♦ Public contact
- ♦ Effective writing
- ♦ Oral communication
- ♦ Reading and following directions

Physical

- ♦ Ability to stand for long periods of time

Technical

- ♦ Using a baton
- ♦ Administering emergency first aid
- ♦ Operating video surveillance equipment
- ♦ Following security protection procedures

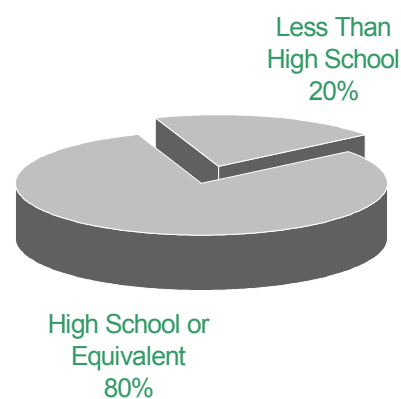
Computer

- ♦ N/A

Other:

- ♦ Bondable
- ♦ Licensed to carry firearms
- ♦ Possession of a reliable vehicle
- ♦ Possession of a clean police record
- ♦ Possession of security guard registration (Guard Card)

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

GUIDES

Guides escort individuals or groups on cruises, sight-seeing tours, or through places of interest, such as industrial establishments, public buildings, and art galleries.

Alternate Titles: Gallery Educator, Tour Escort, Gallery Attendant, Tour Leader

Responding Firms: 17 - Representing 177 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 584
- ◆ **Occupation Size 2006:** Small - 630
- ◆ **Growth Rate:** Faster than average - 2.1%
- ◆ **Total Openings 2002 - 2006:** 115

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	47%	24%	29%
Over Next 24 Months	18%	47%	35%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Passenger Transportation Arrangement	58.8
Bus Charter Services	12.1
Water Transportation of Passengers	12.0

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	88%
◆ Newspaper Ads	71%
◆ In-House Promotion or Transfer	35%
◆ Walk-In Applicants	24%
◆ School, Program Referrals	18%
◆ Colleges/Universities	18%
◆ Other (word of mouth)	12%

WORK PATTERNS

Hours:

37% reported full-time employees, averaging 40 hours weekly
 20% reported part-time employees, averaging 22 hours weekly
 29% reported temporary employees, averaging 21 hours weekly
 14% reported seasonal employees, averaging 25 hours weekly

Shifts:

100% of responding firms offer day shifts
 12% of responding firms offer swing shifts
 12% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 44% Female 56% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	○	●

- ◆ **Turnover Rate:** 2% over the past 12 months

CAREER LADDERS

- ◆ **18% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Intern, Reservation Clerk
- ◆ **41% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Sales Representative, Sales Manager, Tour Coordinator, Tour Director, Field Operations Director
- ◆ **Important qualifications for advancement:** Job knowledge, public contact skills, communication skills, leadership ability, team work, customer service skills, strong organizational skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$12.00	\$ 8.00
New Hires, With Experience	\$ 6.75 - \$17.71	\$10.00
3+ Yrs Experience With Firm	\$ 6.75 - \$20.83	\$12.00

*No firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	15%	-	15%	8%	8%	-
Dental	15%	-	15%	8%	8%	-
Vision	8%	-	8%	8%	8%	-
Life	23%	-	-	-	8%	8%
Sick Leave	38%	15%	-	-	-	-
Vacation	38%	15%	-	-	8%	-
Retirement	8%	-	-	-	8%	-
Child Care	8%	-	-	-	8%	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	24%	52%	24%	Length: 1 - 48 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	50%	50%	-	Length: 3 - 48 months Titles: Customer Service Representative or Tour Guide
Is training accepted in lieu of experience?	75%	25%	-	Length: 1 - 6 months
Is technical or vocational training required?	12%	88%	-	Length: 3 - 12 months Type: Foreign Language

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Contemporary art

Skills/Abilities:

General

- ◆ Basic math
- ◆ Public contact
- ◆ Effective writing
- ◆ Good grooming
- ◆ Verbal presentation
- ◆ Oral communication
- ◆ Understanding foreign accents
- ◆ Reading and following directions

Physical

- ◆ Walking for prolonged periods of time
- ◆ Standing continuously for 2 or more hours

Technical

- ◆ Scheduling reservations
- ◆ Interacting/explaining things to children

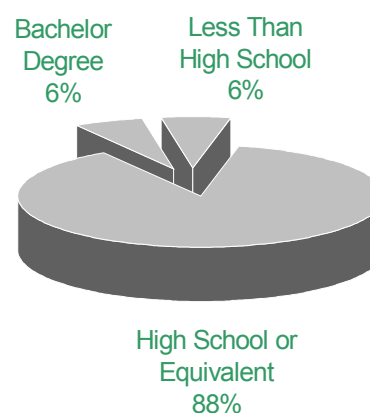
Computer

- ◆ Word
- ◆ Excel
- ◆ Works

Other:

- ◆ Foreign language fluency

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

HAND PACKERS AND PACKAGERS

Hand Packers and Packers pack or package by hand a wide variety of products and materials. Workers whose jobs require more than minimum training are not included.

Alternate Titles: General Laborer, Packer, Production Staff

Responding Firms: 21 - Representing 415 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Very large - 33,783
- ◆ **Occupation Size 2006:** Very large - 36,080
- ◆ **Growth Rate:** Average - 1.8%
- ◆ **Total Openings 2002 - 2006:** 7,095

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	10%	57%	33%
Over Next 24 Months	0%	90%	10%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Personnel Supply Services	16.5
Grocery Stores	11.6
Women's & Misses' Outerwear	6.3
Groceries & Related Products	5.8
Miscellaneous Plastic Products, NE	4.2

RECRUITMENT

Most successful recruitment methods used:

◆ Walk-In Applicants	86%
◆ Employee Referrals	67%
◆ Newspaper Ads	43%
◆ Employment Development Department	19%
◆ Other (word of mouth)	14%
◆ In-House Promotion or Transfer	10%
◆ Private Employment Agencies	10%

WORK PATTERNS

Hours:

- 81% reported full-time employees, averaging 40 hours weekly
- 7% reported part-time employees, averaging 29 hours weekly
- 12% reported temporary employees, averaging 30 hours weekly

Shifts:

- 90% of responding firms offer day shifts
- 10% of responding firms offer swing shifts
- 14% of responding firms offer graveyard shifts
- 5% of responding firms offer other shift types (12AM - 12PM)

- ◆ **Gender Ratio:** 47% Female 53% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	●	○	○

- ◆ **Turnover Rate:** 9% over the past 12 months

CAREER LADDERS

- ◆ **5% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Janitor
- ◆ **29% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Loader, Shipping/Receiving Clerk, Machine Operator, Forklift Operator, Crew Leader, Production Expeditor, Quality Control Inspector
- ◆ **Important qualifications for advancement:** Job knowledge, basic math skills, work ethic, English speaking, ability to follow instructions

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$ 8.00	\$ 6.75
New Hires, With Experience	\$ 6.75 - \$ 8.00	\$ 7.00
3+ Yrs Experience With Firm	\$ 6.75 - \$10.00	\$ 7.50

*Few firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	20%	-	45%	5%	-	-
Dental	15%	-	20%	5%	-	-
Vision	10%	-	15%	5%	-	-
Life	20%	-	10%	5%	5%	-
Sick Leave	25%	-	10%	5%	-	-
Vacation	40%	-	25%	5%	-	-
Retirement	15%	-	15%	5%	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	5%	85%	10%	Length: 6 - 12 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	33%	67%	-	Length: 6 months Titles: Garment Worker
Is training accepted in lieu of experience?	-	100%	-	Length: N/A
Is technical or vocational training required?	-	100%	-	Length: N/A Type: N/A

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ N/A

Skills/Abilities:

General

- ◆ Basic math
- ◆ Legible writing
- ◆ Attention to detail
- ◆ Oral communication
- ◆ Reading and following directions

Physical

- ◆ Good eye-hand coordination
- ◆ Lifting at least 50lbs. repeatedly
- ◆ Standing continuously for 2 or more hours

Technical

- ◆ N/A

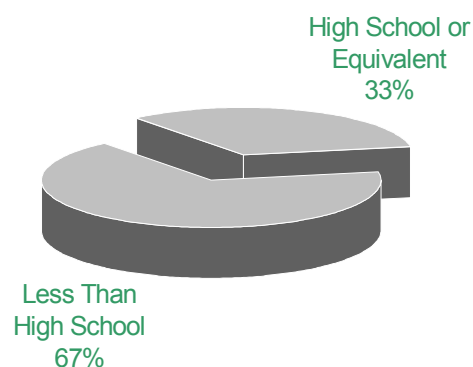
Computer

- ◆ Word
- ◆ Excel

Other:

- ◆ Possession of a valid driver's license

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS & INSTALLERS

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Workers who do only plumbing and pipefitting work are not included.

Alternate Titles: Service Technician, HVAC Mechanic, Serviceman

Responding Firms: 20 - Representing 573 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 5,194
- ◆ **Occupation Size 2006:** Small - 5,800
- ◆ **Growth Rate:** Much faster than average - 3.2%
- ◆ **Total Openings 2002 - 2006:** 1,245

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	75%	25%
Over Next 24 Months	0%	50%	50%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Plumbing, Heating, Air Conditioning	40.9
Local Government, Exc. Hospitals & Education	27.7
Electrical Repair Shops	10.8

RECRUITMENT

Most successful recruitment methods used:

◆ Union Hall Referrals	55%
◆ Other (word of mouth)	30%
◆ Newspaper Ads	30%
◆ In-House Promotion or Transfer	25%
◆ Employee Referrals	25%
◆ Walk-In Applicants	25%
◆ Internet	25%

WORK PATTERNS

Hours:

100% reported full-time employees, averaging 40 hours weekly

Shifts:

100% of responding firms offer day shifts

5% of responding firms offer other shift types (weekend/nights)

◆ **Gender Ratio:** 0% Female 100% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	●	○

◆ **Turnover Rate:** 3% over the past 12 months

CAREER LADDERS

- ◆ **85% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Helper, Apprentice, Skilled Maintenance Worker, Entry Level Utility Engineer
- ◆ **90% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Foreman, Journeyman, Supervisor, Manager, Superintendent
- ◆ **Important qualifications for advancement:** Experience, education, leadership ability, customer service skills, job knowledge, dependability, strong organizational skills, communication skills

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	-	-
New Hires, With Experience	\$10.79 - \$30.00	\$15.50
3+ Yrs Experience With Firm	\$15.00 - \$43.15	\$20.00
Union Wages		
New Hires, No Experience	\$11.50 - \$14.00	\$12.75
New Hires, With Experience	\$11.50 - \$35.00	\$19.98
3+ Yrs Experience With Firm	\$18.50 - \$35.00	\$30.00

*Many firms surveyed were unionized

**New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	20%	-	80%	-	-	-
Dental	20%	-	70%	-	-	-
Vision	20%	-	65%	-	-	-
Life	15%	-	55%	-	-	-
Sick Leave	45%	-	40%	-	-	-
Vacation	55%	-	40%	-	-	-
Retirement	10%	-	85%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	85%	-	15%	Length: 6 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	70%	30%	-	Length: 6 - 36 months Titles: Journeyman, Engineer, Electrician or Sheet Metal Worker
Is training accepted in lieu of experience?	90%	10%	-	Length: 6 - 60 months
Is technical or vocational training required?	55%	15%	30%	Length: 6 - 60 months Type: HVAC, Apprenticeship, ROP Training

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Understanding of circuit design

Skills/Abilities:

General

- ◆ Basic math
- ◆ Customer service
- ◆ Oral communication
- ◆ Reading and following directions

Physical

- ◆ Lifting at least 100lbs. repeatedly

Technical

- ◆ Welding
- ◆ Plumbing
- ◆ Pipe-fitting
- ◆ Soldering
- ◆ Cost estimating
- ◆ Reading blueprints
- ◆ Sheet metal working

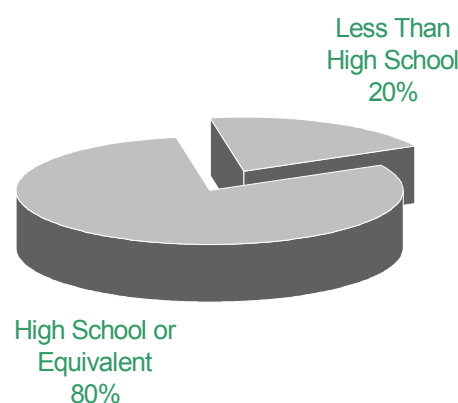
Computer

- ◆ Word
- ◆ CAD drafting software

Other:

- ◆ Bondable
- ◆ Possession of a good DMV driving record

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

HELPERS - CARPENTERS AND RELATED WORKERS

Carpenters' Helpers and Related Workers help Carpenters or carpentry related craft workers by performing duties of lesser skill. Their duties include supplying or holding materials or tools and cleaning work area and equipment. Apprentice workers or construction or maintenance laborers who do not primarily assist Carpenters or carpentry related craft workers are not included.

Alternate Titles: Laborer, Assistant, Journeyman

Responding Firms: 23 - Representing 287 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ♦ **Occupation Size 2002:** Small - 3,856
- ♦ **Occupation Size 2006:** Small - 4,490
- ♦ **Growth Rate:** Much faster than average - 4.7%
- ♦ **Total Openings 2002 - 2006:** 1,715

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	9%	52%	39%
Over Next 24 Months	0%	43%	57%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Residential Building Construction	37.9
Nonresidential Building Construction	19.8
Masonry, Stonework, & Plastering	13.1
Carpentry & Floor Work	11.3

RECRUITMENT

Most successful recruitment methods used:

♦ Employee Referrals	96%
♦ Newspaper Ads	30%
♦ Walk-In Applicants	30%
♦ Other (word of mouth)	13%
♦ Union Hall Referrals	9%
♦ In-House Promotion or Transfer	4%
♦ Internet	4%

WORK PATTERNS

Hours:

71% reported full-time employees, averaging 40 hours weekly
 8% reported part-time employees, averaging 21 hours weekly
 17% reported temporary employees, averaging 28 hours weekly
 4% reported seasonal employees, averaging 40 hours weekly

Shifts:

100% of responding firms offer day shifts
 4% of responding firms offer swing shifts

- ♦ **Gender Ratio:** 0% Female 100% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ♦ **Turnover Rate:** 16% over the past 12 months

CAREER LADDERS

- ♦ **14% of responding firms promote employees to this occupation from lower level positions.**
- ♦ **Job titles leading to opportunities in this occupation may include:** Apprentice, Driver, Warehouse Worker
- ♦ **61% of responding firms promote employees from this occupation to higher level positions.**
- ♦ **Promotional titles may include:** Handyman, Foreman, Carpenter, Painter, Craftsman, Masoner, Construction Supervisor, Project Coordinator
- ♦ **Important qualifications for advancement:** Experience, job knowledge, training, equipment knowledge, quality workmanship, communication skills, common sense

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$10.15	\$ 8.00
New Hires, With Experience	\$ 7.00 - \$15.00	\$10.00
3+ Yrs Experience With Firm	\$ 8.00 - \$17.40	\$12.00

**Few firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	29%	-	10%	-	5%	-
Dental	24%	-	10%	-	10%	-
Vision	24%	-	14%	-	5%	-
Life	24%	-	10%	-	5%	-
Sick Leave	19%	-	-	-	-	-
Vacation	29%	-	-	-	-	-
Retirement	14%	-	5%	-	5%	-
Child Care	-	-	-	-	-	-
Other	5%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	35%	26%	39%	Length: 1 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	29%	71%	-	Length: 1 - 24 months Titles: Warehouse Worker, Laborer or Insulation Worker
Is training accepted in lieu of experience?	59%	41%	-	Length: 1 - 6 months
Is technical or vocational training required?	-	91%	9%	Length: 3 - 6 months Type: Union Training, Safety Training

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ N/A

Skills/Abilities:

General

- ◆ Basic math
- ◆ Legible writing
- ◆ Working as part of a team
- ◆ Following oral and written directions

Physical

- ◆ Manual dexterity
- ◆ Tolerating noise and dust
- ◆ Good hand-eye coordination
- ◆ Lifting at least 50lbs. repeatedly
- ◆ Working from ladders and scaffolds
- ◆ Performing strenuous, physically demanding work

Technical

- ◆ Using hand tools
- ◆ Using screw guns
- ◆ Implementing safe work practices
- ◆ Using and reading a tape measure

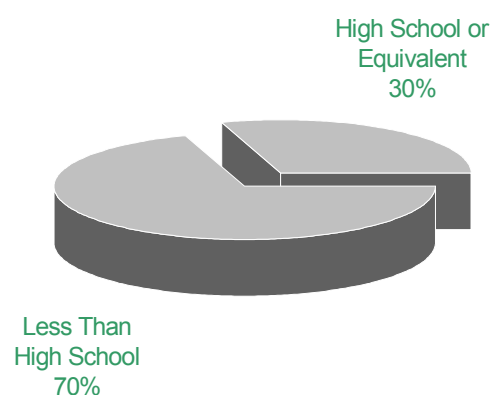
Computer

- ◆ N/A

Other:

- ◆ Ability to provide own hand tools.

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

HUMAN SERVICE WORKERS

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Residential Counselors and Psychiatric Technicians are not included.

Alternate Titles: Program Specialist, Family Advocate, HSW, Counselor, Case Worker, Support Services Specialist

Responding Firms: 20 - Representing 540 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 5,430
- ◆ **Occupation Size 2006:** Small - 6,070
- ◆ **Growth Rate:** Much faster than average - 22.6%
- ◆ **Total Openings 2002 - 2006:** 1,530

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	50%	50%
Over Next 24 Months	0%	20%	80%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Local Government, Exc. Hospitals & Education	40.2
Individual & Family Services	28.6
Residential Care	7.3

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	55%
◆ Newspaper Ads	55%
◆ Other (non-profit organizations)	40%
◆ Colleges/Universities	30%
◆ Employment Development Department	20%
◆ In-House Promotion or Transfer	15%
◆ Private Employment Agencies	15%

WORK PATTERNS

Hours:

92% reported full-time employees, averaging 40 hours weekly
8% reported part-time employees, averaging 20 hours weekly

Shifts:

100% of responding firms offer day shifts
10% of responding firms offer swing shifts
10% of responding firms offer graveyard shifts
15% of responding firms offer other shift types (as needed)

- ◆ **Gender Ratio:** 73% Female 27% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 6% over the past 12 months

CAREER LADDERS

- ◆ **60% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Program Assistant, Mentor, Clerk, Receptionist
- ◆ **80% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Supervisor, Coordinator, Manager, Management Specialist, Administrator, Program Director
- ◆ **Important qualifications for advancement:** Education, experience, interpersonal communication skills, job knowledge, customer service skills, motivation, project management skills, leadership ability

WAGES

Experience	Range	Median
New Hires, No Experience	\$10.88 - \$24.00	\$13.62
New Hires, With Experience	\$ 7.91 - \$28.00	\$13.14
3+ Yrs Experience With Firm	\$ 9.59 - \$30.50	\$16.89

**No firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	50%	5%	20%	10%	-	-
Dental	45%	5%	10%	5%	5%	5%
Vision	35%	5%	10%	5%	5%	5%
Life	25%	10%	15%	5%	-	-
Sick Leave	70%	25%	-	-	-	-
Vacation	70%	25%	-	-	-	-
Retirement	35%	5%	15%	5%	-	-
Child Care	-	-	-	-	-	-
Other	5%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	70%	15%	15%	Length: 6 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	59%	41%	-	Length: 6 - 24 months Titles: Case Manager, Community Worker, Social Worker, Counselor or Probation Officer
Is training accepted in lieu of experience?	59%	41%	-	Length: 3 - 12 months
Is technical or vocational training required?	20%	80%	-	Length: 3 - 48 months Type: Behavioral Science, Computer Training

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Geriatrics
- ◆ Veterans services
- ◆ Understanding of a variety of cultures
- ◆ Protective services for children and adults

Skills/Abilities:

General

- ◆ Effective writing
- ◆ Record keeping
- ◆ Analytical thinking
- ◆ Oral communication

Physical

- ◆ N/A

Technical

- ◆ Counseling
- ◆ Treating substance abuse
- ◆ Working with delinquent youth
- ◆ Menu planning and food buying
- ◆ Interviewing others for information

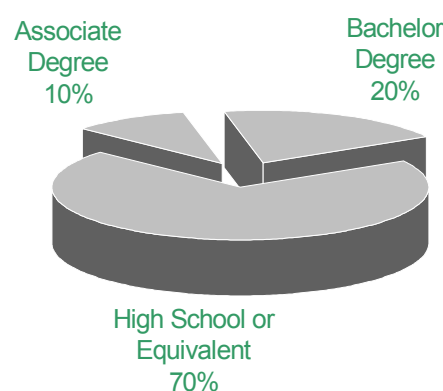
Computer

- ◆ Microsoft Office
- ◆ FileMaker Pro

Other:

- ◆ Certification in counseling
- ◆ Possession of a valid driver's license

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

INSTRUCTIONAL AIDES

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

Alternate Titles: Instructional Assistant, Teacher Aide, Teacher Assistant, Classroom Aide, Faculty Assistant

Responding Firms: 34 - Representing 2,162 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Very large - 33,014
- ◆ **Occupation Size 2006:** Very large - 38,740
- ◆ **Growth Rate:** Much faster than average - 34.9%
- ◆ **Total Openings 2002 - 2006:** 9,065

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	82%	18%
Over Next 24 Months	3%	82%	15%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Elementary & Secondary Schools	92.9

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	68%
◆ Colleges/Universities	53%
◆ Newspaper Ads	44%
◆ In-House Promotion or Transfer	26%
◆ Walk-In Applicants	26%
◆ Internet	26%
◆ School, Program Referrals	24%

WORK PATTERNS

Hours:

- 11% reported full-time employees, averaging 39 hours weekly
- 78% reported part-time employees, averaging 22 hours weekly
- 11% reported temporary employees, averaging 6 hours weekly

Shifts:

- 100% of responding firms offer day shifts
- 9% of responding firms offer swing shifts
- 3% of responding firms offer other shift types (evening)

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 82% Female 18% Male

- ◆ **Turnover Rate:** 8% over the past 12 months

CAREER LADDERS

- ◆ **14% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** After School Assistant, Daycare Worker, Volunteer
- ◆ **82% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Classroom Supervisor, Clerk Typist, Teacher
- ◆ **Important qualifications for advancement:** Education, experience, credentials, interpersonal skills, early childhood education courses, communication skills, strong organizational skills

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$ 6.75 - \$11.99	\$ 9.19
New Hires, With Experience	\$ 7.00 - \$16.30	\$10.37
3+ Yrs Experience With Firm	\$ 7.50 - \$17.98	\$12.00
Union Wages		
New Hires, No Experience	\$ 9.80 - \$14.50	\$10.77
New Hires, With Experience	\$ 8.93 - \$11.84	\$11.17
3+ Yrs Experience With Firm	\$ 9.37 - \$13.09	\$12.06

*Some firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	41%	3%	28%	19%	6%	6%
Dental	44%	6%	16%	16%	9%	6%
Vision	38%	6%	16%	9%	-	6%
Life	28%	6%	6%	6%	6%	3%
Sick Leave	63%	22%	3%	13%	-	-
Vacation	53%	19%	3%	9%	-	-
Retirement	16%	-	9%	6%	16%	13%
Child Care	6%	3%	-	-	3%	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	23%	21%	56%	Length: 3 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	74%	26%	-	Length: 1 - 24 months Titles: Recreation Group Leader, Child Care Worker, Teacher or Youth Activity Director
Is training accepted in lieu of experience?	70%	30%	-	Length: 2 - 24 months
Is technical or vocational training required?	17%	68%	15%	Length: 3 - 24 months Type: First Aid, CPR and Early Childhood Education

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Instructional methods and training techniques including curriculum design principles and learning theory

Skills/Abilities:

General

- ◆ Basic math
- ◆ Active listening
- ◆ Effective writing
- ◆ Oral communication

Physical

- ◆ Lifting 50lbs. unassisted

Technical

- ◆ Utilizing multiple teaching techniques
- ◆ Actively looking for ways to help people
- ◆ Developing approaches for implementing an idea
- ◆ Effectively conveying information to children and adults
- ◆ Generating numerous approaches to solving problems

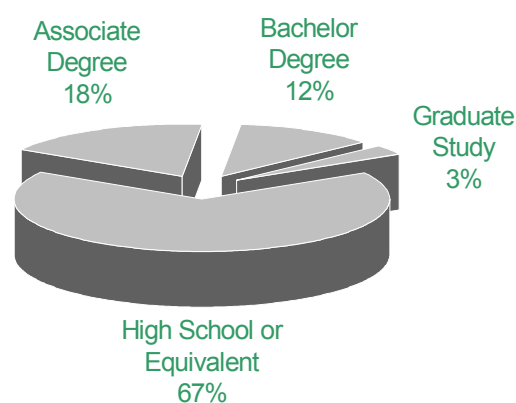
Computer

- ◆ Microsoft office
- ◆ Ebase
- ◆ MS publisher
- ◆ Easy Grade Pro
- ◆ Macintosh Familiar

Other:

- ◆ First Aid Certificate

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

INSTRUCTIONAL COORDINATORS

Instructional Coordinators develop instructional material, coordinate educational content, and incorporate current technology in specialized fields that provide guidelines to educators and instructors for developing curricula and conducting courses of study to students. Educational Consultants and Specialists, Public Health Educators, and Instructional Material Directors are included.

Alternate Titles: Curriculum Coordinator, Education Director, Lead Teacher, Administrator, Program Coordinator, Professor
Responding Firms: 29 - Representing 273 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 2,139
- ◆ **Occupation Size 2006:** Small - 2,430
- ◆ **Growth Rate:** Much faster than average - 26.6%
- ◆ **Total Openings 2002 - 2006:** 480

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	79%	21%
Over Next 24 Months	0%	86%	14%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Elementary & Secondary Schools	28.0
Colleges & Universities	27.8
Schools & Educational Services, NEC	14.6
Management & Public Relations	10.0

RECRUITMENT

Most successful recruitment methods used:

◆ In-House Promotion or Transfer	69%
◆ Employee Referrals	45%
◆ Newspaper Ads	45%
◆ Internet	34%
◆ School, Program Referrals	21%
◆ Colleges/Universities	21%
◆ Private Employment Agencies	14%

WORK PATTERNS

Hours:

82% reported full-time employees, averaging 40 hours weekly
 15% reported part-time employees, averaging 20 hours weekly
 3% reported temporary employees, averaging 8 hours weekly

Shifts:

97% of responding firms offer day shifts
 10% of responding firms offer swing shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 67% Female 33% Male

- ◆ **Turnover Rate:** 5% over the past 12 months

CAREER LADDERS

- ◆ **72% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Teacher, Learning Specialist, Assistant Education Director, Administrator
- ◆ **55% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Activity Director, Dean of Studies, Principal, Head of School, Vice President, Division Head, Executive Director
- ◆ **Important qualifications for advancement:** Graduate degree, credentials, experience, job knowledge, leadership ability, communication skills, community service experience, strong organizational skills

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$12.00 - \$25.57	\$17.26
New Hires, With Experience	\$10.00 - \$35.16	\$20.00
3+ Yrs Experience With Firm	\$11.00 - \$46.67	\$25.03
Union Wages		
New Hires, No Experience	\$29.65 - \$33.86	\$31.76
New Hires, With Experience	\$15.65 - \$41.43	\$31.32
3+ Yrs Experience With Firm	\$20.53 - \$53.20	\$37.70

*Some firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	52%	3%	31%	21%	-	-
Dental	45%	10%	31%	14%	3%	3%
Vision	52%	10%	14%	7%	10%	7%
Life	48%	3%	10%	7%	3%	3%
Sick Leave	76%	24%	3%	3%	-	-
Vacation	72%	24%	3%	3%	-	-
Retirement	34%	7%	28%	7%	7%	10%
Child Care	7%	7%	3%	3%	7%	3%
Other	7%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	72%	18%	10%	Length: 6 - 72 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	50%	50%	-	Length: 2 - 60 months Titles: Teacher, Principal or Clinical Nurse
Is training accepted in lieu of experience?	33%	67%	-	Length: 12 - 60 months
Is technical or vocational training required?	10%	87%	3%	Length: 12 - 50 months Type: Teacher Training, Computer Training

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Understanding of high school curriculum
- ◆ Principles and processes involved in business and organizational planning, coordination, and execution
- ◆ Instructional methods and training techniques including curriculum design principles and learning theory

Skills/Abilities:

General

- ◆ Active listening
- ◆ Effective writing
- ◆ Record keeping
- ◆ Oral communication
- ◆ Planning and organizing the work of others

Physical

- ◆ N/A

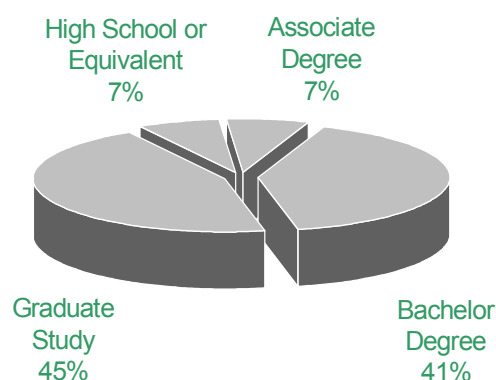
Technical

- ◆ Identifying and gathering essential information
- ◆ Developing approaches for implementing ideas
- ◆ Observing and evaluating the outcomes of problem solutions

Computer

- ◆ Microsoft Office
- ◆ Internet
- ◆ MS Publisher
- ◆ Adobe PageMaker

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

INSURANCE ADJUSTERS, EXAMINERS, AND INVESTIGATORS

Insurance Adjusters, Examiners, and Investigators investigate, analyze, and determine the validity of the amount of the insurance company's liability concerning personal, casualty, or property loss or damages, and effect a settlement with claimants. They correspond with or interview medical specialists, agents, witnesses, or claimants to compile information, calculate benefit payments, and approve payment of claims within a certain monetary limit. Insurance Sales Agents, Insurance Policy Process Clerks, and Claims Clerks are not included.

Alternate Titles: Claims Adjuster, Insurance Analyst, Underwriter

Responding Firms: 15 - Representing 954 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 4,987
- ◆ **Occupation Size 2006:** Small - 5,490
- ◆ **Growth Rate:** Slower than average - 2.7%
- ◆ **Total Openings 2002 - 2006:** 1,050

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	20%	40%	40%
Over Next 24 Months	7%	66%	27%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Fire, Marine, & Casualty Insurance	57.3
Insurance Agents, Brokers & Services	21.4

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	47%
◆ Internet	47%
◆ Newspaper Ads	40%
◆ In-House Promotion or Transfer	40%
◆ Private Employment Agencies	20%
◆ Walk-In Applicants	20%
◆ Other (word of mouth)	13%

WORK PATTERNS

Hours:

100% reported full-time employees, averaging 40 hours weekly

Shifts:

100% of responding firms offer day shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 54% Female 46% Male

- ◆ **Turnover Rate:** 18% over the past 12 months

CAREER LADDERS

- ◆ **93% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Customer Service Representative, Insurance Clerk, Contractor, Claims Clerk, General Clerk
- ◆ **87% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Senior Representative, Special Claims Representative, Lead Examiner, Senior Adjuster, Claims Specialist, Supervisor, Executive Underwriter, Auditor, Manager
- ◆ **Important qualifications for advancement:** Education, managerial skills, experience, interpersonal skills, time management skills, job knowledge, computer skills, leadership ability

WAGES

Experience	Range	Median
New Hires, No Experience	\$10.00 - \$15.82	\$12.69
New Hires, With Experience	\$ 6.75 - \$33.56	\$15.14
3+ Yrs Experience With Firm	\$15.00 - \$47.95	\$23.97

**No firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	40%	-	60%	-	-	-
Dental	40%	-	53%	-	7%	-
Vision	27%	-	40%	-	7%	-
Life	47%	-	33%	-	7%	-
Sick Leave	67%	-	13%	-	7%	-
Vacation	80%	-	7%	-	7%	-
Retirement	53%	-	13%	-	-	-
Child Care	7%	-	7%	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	60%	13%	27%	Length: 3 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	54%	46%	-	Length: 6 - 36 months Titles: Customer Service Representative, Insurance Claims Clerk or Medical Biller
Is training accepted in lieu of experience?	46%	54%	-	Length: 3 - 36 months
Is technical or vocational training required?	13%	53%	34%	Length: 1 - 24 months Type: Insurance Course and Certification

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Insurance and medical terminology

Skills/Abilities:

General

- ◆ Public contact
- ◆ Effective writing
- ◆ Record keeping
- ◆ Analytical thinking
- ◆ Customer service
- ◆ Oral communication
- ◆ Reading and following directions

Physical

- ◆ N/A

Technical

- ◆ Keyboarding
- ◆ Report writing
- ◆ Business math
- ◆ Investigative research
- ◆ Interpreting policy coverage
- ◆ Interviewing others for information
- ◆ Completing and explaining insurance forms

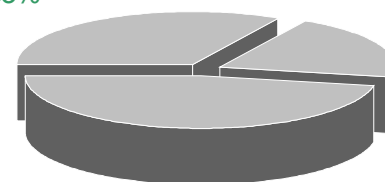
Computer

- ◆ Microsoft Office
- ◆ Lotus Notes

EDUCATION

High School or
Equivalent
33%

Associate
Degree
20%



Bachelor
Degree
47%

AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

INSURANCE CLAIMS CLERKS

Insurance Claims Clerks obtain claims information from insured or designated persons to settle claims with their insurance carrier.

Alternate Titles: Service Representative, Member Services Clerk

Responding Firms: 16 - Representing 59 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 4,544
- ◆ **Occupation Size 2006:** Small - 4,790
- ◆ **Growth Rate:** Slower than average - 1.4%
- ◆ **Total Openings 2002 - 2006:** 685

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	19%	68%	13%
Over Next 24 Months	6%	69%	25%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Medical Services & Health Insurance	24.0
Fire, Marine, & Casualty Insurance	22.1
Insurance Agents, Brokers & Services	16.4
Hospitals	9.8
Pension, Health, & Welfare Funds	8.4

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	56%
◆ In-House Promotion or Transfer	50%
◆ Newspaper Ads	38%
◆ Internet	38%
◆ Private Employment Agencies	25%
◆ Other (word of mouth)	19%
◆ Employment Development Department	6%

WORK PATTERNS

Hours:

93% reported full-time employees, averaging 39 hours weekly
7% reported part-time employees, averaging 25 hours weekly

Shifts:

100% of responding firms offer day shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 90% Female 10% Male

- ◆ **Turnover Rate:** 5% over the past 12 months

CAREER LADDERS

- ◆ **75% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Entry Level Clerk, Filing Clerk, Receptionist, Data Entry Clerk
- ◆ **94% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Claims Representative, Adjuster, Underwriter, Claims Analyst, Sales Representative, Account Executive, Insurance Agent, Insurance Technician, Supervisor, Manager, Partner
- ◆ **Important qualifications for advancement:** Industry knowledge, computer skills, strong organizational skills, effective writing skills, interpersonal skills

WAGES

Experience	Range	Median
New Hires, No Experience	-	-
New Hires, With Experience	\$ 8.75 - \$14.38	\$10.18
3+ Yrs Experience With Firm	\$10.09 - \$19.18	\$14.43

*Few firms surveyed were unionized
 **New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	44%	-	50%	-	-	-
Dental	44%	-	38%	-	-	-
Vision	31%	-	38%	-	-	-
Life	63%	-	13%	-	-	-
Sick Leave	81%	-	6%	-	-	-
Vacation	88%	-	6%	-	-	-
Retirement	75%	-	6%	-	-	-
Child Care	-	-	-	-	6%	-
Other	6%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	75%	-	25%	Length: 1 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	75%	25%	-	Length: 12 - 60 months Titles: Filing Clerk, Data Entry Clerk, Medical Biller, Underwriter, Customer Service Representative or Processor
Is training accepted in lieu of experience?	44%	56%	-	Length: 1 - 12 months
Is technical or vocational training required?	38%	56%	6%	Length: 3 - 12 months Type: Insurance and Certification

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Insurance and medical terminology

Skills/Abilities:

General

- ◆ Basic math
- ◆ Effective writing
- ◆ Record keeping
- ◆ Customer service
- ◆ Oral communication
- ◆ Telephone answering

Physical

- ◆ N/A

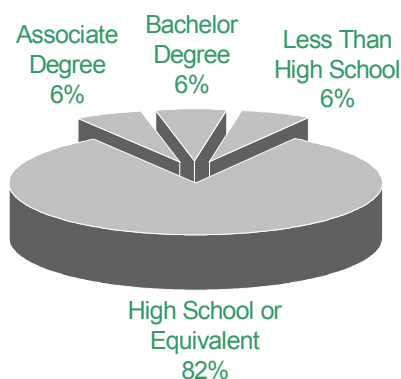
Technical

- ◆ Investigative
- ◆ Typing at least 45 wpm
- ◆ Interpreting policy coverage
- ◆ Following billing procedures
- ◆ Alphabetic and numeric filing
- ◆ Interviewing others for information
- ◆ Completing and explaining insurance forms
- ◆ Operating a 10 key adding machine by touch

Computer

- ◆ Microsoft Office
- ◆ PowerPoint

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

INTERPRETERS AND TRANSLATORS, FOREIGN LANGUAGE

Interpreters and Translators, Foreign Language interpret or translate from one language to another to express approximate or exact translation depending on the nature of the occasion. Interpreters may specialize in a specific subject such as news, legal documents, or scientific reports.

Alternate Titles: N/A

Responding Firms: 16 - Representing 4,211 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** N/A
- ◆ **Occupation Size 2006:** N/A
- ◆ **Growth Rate:** N/A
- ◆ **Total Openings 2002 - 2006:** N/A

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	75%	25%
Over Next 24 Months	0%	38%	62%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Industry information is not currently available.	

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	69%
◆ Internet	63%
◆ Other (yellow pages)	44%
◆ Newspaper Ads	25%
◆ School, Program Referrals	13%
◆ Colleges/Universities	13%
◆ In-House Promotion or Transfer	6%

WORK PATTERNS

Hours:

100% reported temporary employees, averaging 17 hours weekly

Shifts:

100% of responding firms offer day shifts
13% of responding firms offer swing shifts
13% of responding firms offer other shift types (as needed)

◆ **Gender Ratio:** 54% Female 46% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	●	○

◆ **Turnover Rate:** 1% over the past 12 months

CAREER LADDERS

◆ **0% of responding firms promote employees to this occupation from lower level positions.**

◆ **Job titles leading to opportunities in this occupation may include:** N/A

◆ **6% of responding firms promote employees from this occupation to higher level positions.**

◆ **Promotional titles may include:** Supervisor

◆ **Important qualifications for advancement:** Sales, marketing

WAGES

Experience	Range	Median
New Hires, No Experience	-	-
New Hires, With Experience	\$12.79 - \$63.33	\$20.25
3+ Yrs Experience With Firm	\$16.62 - \$100.00	\$48.66

*Few firms surveyed were unionized
 **New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	-	33%	67%	-	-	-
Dental	-	-	67%	-	-	-
Vision	-	-	67%	-	-	-
Life	33%	33%	-	-	-	-
Sick Leave	67%	33%	-	-	-	-
Vacation	67%	33%	-	-	-	-
Retirement	33%	-	33%	33%	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	81%	6%	13%	Length: 1 - 120 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	-	100%	-	Length: N/A Titles: N/A
Is training accepted in lieu of experience?	47%	53%	-	Length: 1 - 24 months
Is technical or vocational training required?	25%	75%	-	Length: 6 - 48 months Type: Foreign Language

IMPORTANT QUALIFICATIONS

Knowledge:

- ♦ Structure and content of a foreign language as well as English language, including the meaning and spelling of words, rules of composition and grammar, and pronunciation
- ♦ Media production, communication, and dissemination techniques and methods

Skills/Abilities:

General

- ♦ Concentration
- ♦ Active listening
- ♦ Actively looking for ways to help people
- ♦ Identifying and gathering essential information
- ♦ Effectively conveying oral and written information
- ♦ Determining ways to structure or classify multiple pieces of information

Physical

- ♦ N/A

Technical

- ♦ N/A

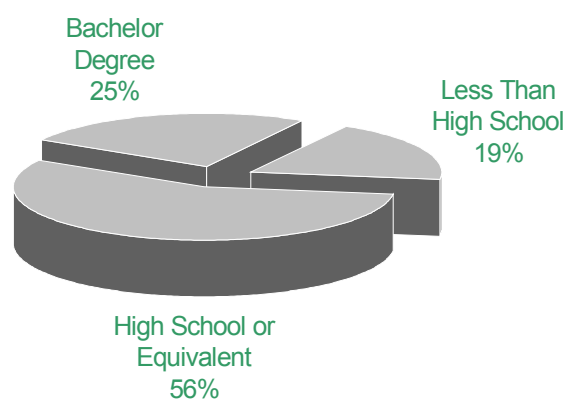
Computer

- ♦ Microsoft Office
- ♦ Outlook Express
- ♦ Adobe PageMaker

Other:

- ♦ Possession of a valid driver's license.

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

JOB PRINTERS

Job Printers set type according to copy and operate cylinder or automatic platen press to print job order. They read proof for errors and clarity of impression and correct imperfections. Job printers are often found in small establishments where work combines several job skills, such as typesetting, printing, reading, and selecting of materials to reproduce copy.

Alternate Titles: Pressman, Press Operator, Press Tender, Press Feeder

Responding Firms: 16 - Representing 266 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ♦ **Occupation Size 2002:** Small - 659
- ♦ **Occupation Size 2006:** Small - 710
- ♦ **Growth Rate:** Faster than average - 2.1%
- ♦ **Total Openings 2002 - 2006:** 130

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	19%	68%	13%
Over Next 24 Months	0%	94%	6%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Commercial Printing	94.3

RECRUITMENT

Most successful recruitment methods used:

♦ Employee Referrals	69%
♦ Newspaper Ads	44%
♦ In-House Promotion or Transfer	38%
♦ Walk-In Applicants	38%
♦ Other (word of mouth)	25%
♦ Trade Journals	19%
♦ Private Employment Agencies	6%

WORK PATTERNS

Hours:

97% reported full-time employees, averaging 40 hours weekly
3% reported part-time employees, averaging 23 hours weekly

Shifts:

94% of responding firms offer day shifts
38% of responding firms offer swing shifts
19% of responding firms offer graveyard shifts

- ♦ **Gender Ratio:** 18% Female 82% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	N/A	N/A	N/A
Experienced	○	●	○

- ♦ **Turnover Rate:** 3% over the past 12 months

CAREER LADDERS

- ♦ **56% of responding firms promote employees to this occupation from lower level positions.**
- ♦ **Job titles leading to opportunities in this occupation may include:** General Worker, Floor Boy, Helper
- ♦ **44% of responding firms promote employees from this occupation to higher level positions.**
- ♦ **Promotional titles may include:** Large Press Operator, Head Press Operator, Foreman, Production Manager
- ♦ **Important qualifications for advancement:** Job knowledge, training, quality workmanship

WAGES

Experience	Range	Median
New Hires, No Experience	-	-
New Hires, With Experience	\$ 8.00 - \$15.98	\$11.50
3+ Yrs Experience With Firm	\$ 9.00 - \$22.00	\$15.00

*Few firms surveyed were unionized

**New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	56%	6%	13%	-	-	-
Dental	44%	-	-	-	-	-
Vision	31%	-	-	-	-	-
Life	25%	-	-	-	-	-
Sick Leave	25%	-	-	-	-	-
Vacation	56%	6%	6%	-	-	-
Retirement	38%	6%	6%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	100%	-	-	Length: 3 - 48 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	19%	81%	-	Length: 2 - 24 months Titles: Printing Operator
Is training accepted in lieu of experience?	44%	56%	-	Length: 3 - 12 months
Is technical or vocational training required?	44%	38%	18%	Length: 3 - 24 months Type: Press Training

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Inputs, outputs, raw-materials, waste, quality control, costs, and techniques for maximizing the manufacture and distribution of goods

Skills/Abilities:

General

- ◆ Basic math
- ◆ Effective writing
- ◆ Oral communication

Physical

- ◆ N/A

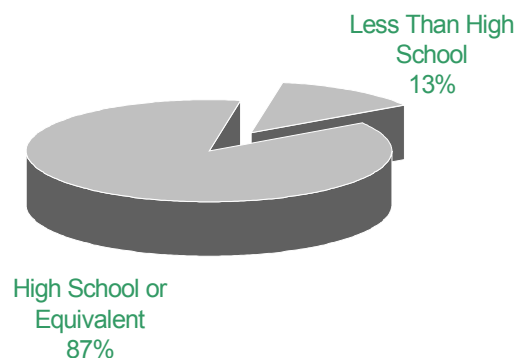
Technical

- ◆ Graphic design
- ◆ Identifying the nature of problems
- ◆ Determining necessary tools and equipment
- ◆ Controlling operations of equipment or systems
- ◆ Inspecting and evaluating the quality of products
- ◆ Conducting tests to determine whether equipment, software, or procedures are operating as expected
- ◆ Identifying things that must be changed to achieve a goal

Computer

- ◆ Microsoft Office
- ◆ Quark
- ◆ Illustrator

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

MAIDS AND HOUSEKEEPING CLEANERS

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls and arranging furniture.

Alternate Titles: N/A

Responding Firms: 24 - Representing 550 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Large - 22,193
- ◆ **Occupation Size 2006:** Large - 23,690
- ◆ **Growth Rate:** Average - 1.8%
- ◆ **Total Openings 2002 - 2006:** 3,945

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	4%	83%	13%
Over Next 24 Months	4%	63%	33%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Hotels & Motels	44.5
Hospitals	11.4
Services to Buildings	9.9
Nursing & Personal Care Facilities	8.8
Eating & Drinking Places	5.3

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	92%
◆ Other (word of mouth)	67%
◆ Walk-In Applicants	50%
◆ Newspaper Ads	33%
◆ Employment Development Department	17%
◆ In-House Promotion or Transfer	13%
◆ Internet	4%

WORK PATTERNS

Hours:

82% reported full-time employees, averaging 40 hours weekly
 16% reported part-time employees, averaging 28 hours weekly
 2% reported temporary employees, averaging 35 hours weekly

Shifts:

100% of responding firms offer day shifts
 50% of responding firms offer swing shifts
 17% of responding firms offer graveyard shifts
 33% of responding firms offer other shift types (evenings)

- ◆ **Gender Ratio:** 77% Female 23% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	●	○	○

- ◆ **Turnover Rate:** 10% over the past 12 months

CAREER LADDERS

- ◆ **8% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Activity Assistant, Dishwasher, Server
- ◆ **75% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Lead Housekeeper, Laundry Supervisor, Hostess, Attendant, PBX Operator, Front Desk Clerk, Reservation Clerk
- ◆ **Important qualifications for advancement:** Experience, job knowledge, punctuality, communication skills, interpersonal skills, ability to work as part of a team, leadership ability, strong organizational skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$ 8.28	\$ 7.00
New Hires, With Experience	\$ 6.75 - \$ 9.00	\$ 7.43
3+ Yrs Experience With Firm	\$ 7.25 - \$12.00	\$ 8.38

**No firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	21%	-	71%	-	-	4%
Dental	21%	-	71%	-	-	4%
Vision	17%	-	54%	-	4%	-
Life	25%	-	46%	-	-	-
Sick Leave	63%	8%	8%	-	-	-
Vacation	75%	8%	17%	-	-	4%
Retirement	13%	-	38%	-	8%	-
Child Care	-	-	4%	-	4%	-
Other	-	-	4%	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	25%	54%	21%	Length: 1 - 12 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	73%	27%	-	Length: 1 - 12 months Titles: Janitor
Is training accepted in lieu of experience?	100%	-	-	Length: 1 - 8 months
Is technical or vocational training required?	17%	83%	-	Length: 1 - 3 months Type: Housekeeping

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Cleaning compounds and solutions

Skills/Abilities:

General

- ◆ Basic math
- ◆ Legible writing
- ◆ Oral communication
- ◆ Following oral instructions
- ◆ Reading and following directions

Physical

- ◆ Standing for prolonged periods
- ◆ Lifting at least 50lbs. repeatedly

Technical

- ◆ Administering emergency first aid
- ◆ Operating commercial vacuum cleaners
- ◆ Operating commercial laundry machines

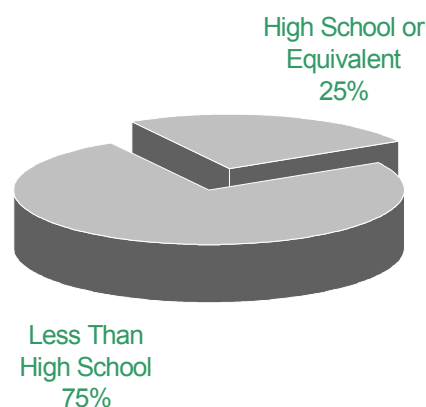
Computer

- ◆ N/A

Other:

- ◆ Bondable
- ◆ Possession of a reliable vehicle

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

MAINTENANCE MECHANICS - TEXTILE

Textile Machinery Maintenance Mechanics adjust and repair one or a variety of textile machines.

Alternate Titles: Plant Engineer, Plant Mechanic

Responding Firms: 18 - Representing 82 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 397
- ◆ **Occupation Size 2006:** Small - 460
- ◆ **Growth Rate:** Much faster than average - 4.5%
- ◆ **Total Openings 2002 - 2006:** 120

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	83%	11%
Over Next 24 Months	0%	100%	0%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Knitting Mills	38.3
Textile Finishing, Except Wool	23.8
Miscellaneous Fabricated Textile Products	6.5
Miscellaneous Textile Goods	5.6
Hats, Caps, & Millinery	5.6

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	56%
◆ Newspaper Ads	56%
◆ Walk-In Applicants	56%
◆ Internet	11%
◆ In-House Promotion or Transfer	6%
◆ Private Employment Agencies	6%
◆ Employment Development Department	6%

WORK PATTERNS

Hours:

98% reported full-time employees, averaging 42 hours weekly
2% reported part-time employees, averaging 22 hours weekly

Shifts:

100% of responding firms offer day shifts
22% of responding firms offer swing shifts
17% of responding firms offer graveyard shifts
17% of responding firms offer other shift types (as needed)

- ◆ **Gender Ratio:** 0% Female 100% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	●	○

- ◆ **Turnover Rate:** 2% over the past 12 months

CAREER LADDERS

- ◆ **22% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Operator, Machine Operator
- ◆ **17% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Lead Mechanic, Supervisor
- ◆ **Important qualifications for advancement:** Experience, leadership ability, communication skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$12.79	\$ 7.50
New Hires, With Experience	\$ 6.75 - \$21.31	\$ 9.00
3+ Yrs Experience With Firm	\$ 6.75 - \$21.31	\$11.00

**No firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	6%	-	22%	-	-	-
Dental	-	-	11%	-	-	-
Vision	-	-	6%	-	-	-
Life	6%	-	6%	-	-	-
Sick Leave	11%	-	-	-	-	-
Vacation	22%	-	-	-	-	-
Retirement	11%	-	-	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	66%	17%	17%	Length: 6 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	37%	73%	-	Length: 3 - 24 months Titles: Textile Handler, Fabric Cutter or Knitting Operator
Is training accepted in lieu of experience?	47%	53%	-	Length: 1 - 24 months
Is technical or vocational training required?	22%	78%	-	Length: 3 - 24 months Type: Technical

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Machines and tools, including their design, uses, benefits, repair, and maintenance

Skills/Abilities:

General

- ◆ Basic math
- ◆ Effective writing
- ◆ Oral communication
- ◆ Reading and following directions

Physical

- ◆ N/A

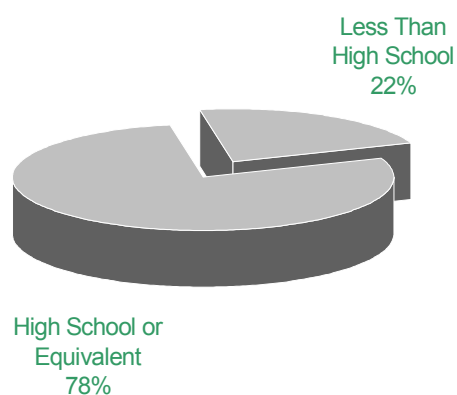
Technical

- ◆ Using hand tools
- ◆ Maintaining equipment
- ◆ Operating power hand tools

Computer

- ◆ Word
- ◆ Excel

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

MAINTENANCE REPAIRERS - GENERAL UTILITY

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

Alternate Titles: Maintenance Worker, Maintenance Personnel, Handyman

Responding Firms: 20 - Representing 223 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Very large - 33,664
- ◆ **Occupation Size 2006:** Very large - 35,510
- ◆ **Growth Rate:** Faster than average - 1.4%
- ◆ **Total Openings 2002 - 2006:** 6,085

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	85%	15%
Over Next 24 Months	0%	50%	50%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Real Estate Agents & Managers	7.8
Eating & Drinking Places	7.6
Local Government Exc. Hospitals & Education	7.5
Elementary & Secondary Schools	7.0
Real Estate Operators & Lessors	5.8

RECRUITMENT

Most successful recruitment methods used:

◆ Newspaper Ads	50%
◆ In-House Promotion or Transfer	45%
◆ Employee Referrals	45%
◆ Other (word of mouth)	25%
◆ Union Hall Referrals	25%
◆ Internet	20%
◆ Employment Development Department	15%

WORK PATTERNS

Hours:

78% reported full-time employees, averaging 39 hours weekly
22% reported temporary employees, averaging 40 hours weekly

Shifts:

100% of responding firms offer day shifts
5% of responding firms offer swing shifts
5% of responding firms offer other shift types (evenings)

- ◆ **Gender Ratio:** 0% Female 100% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 6% over the past 12 months

CAREER LADDERS

- ◆ **25% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Helper, Trainee, Custodian, Assistant
- ◆ **70% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Foreman, Journeyman, Supervisor, Manager, Superintendent, Director
- ◆ **Important qualifications for advancement:** Experience, job knowledge, customer service skills, dependability, leadership ability, supervisory skills

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$ 9.00 - \$15.50	\$10.47
New Hires, With Experience	\$10.50 - \$23.97	\$16.78
3+ Yrs Experience With Firm	\$11.00 - \$23.97	\$18.50
Union Wages		
New Hires, No Experience	\$11.99 - \$21.86	\$16.30
New Hires, With Experience	\$13.27 - \$27.05	\$19.00
3+ Yrs Experience With Firm	\$13.27 - \$34.63	\$20.62

*Many firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	25%	-	60%	-	-	-
Dental	25%	-	60%	-	-	-
Vision	25%	-	60%	-	-	-
Life	20%	-	55%	-	-	-
Sick Leave	55%	-	20%	-	-	-
Vacation	65%	-	20%	-	-	-
Retirement	5%	-	70%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	50%	-	50%	Length: 6 - 72 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	90%	10%	-	Length: 12 - 60 months Titles: Handyman, Carpenter, Plumber, Electrician, Welder, Painter or Construction Worker
Is training accepted in lieu of experience?	60%	40%	-	Length: 1 - 36 months
Is technical or vocational training required?	15%	80%	5%	Length: 3 - 24 months Type: Apprenticeship

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Current equipment

Skills/Abilities:

General

- ◆ Basic math
- ◆ Record keeping
- ◆ Oral communication
- ◆ Reading and following directions

Physical

- ◆ Lifting at least 50lbs. repeatedly

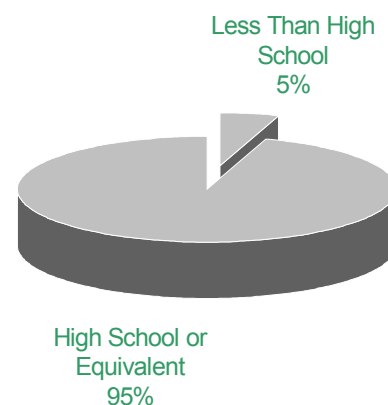
Technical

- ◆ Carpentry
- ◆ Arc welding
- ◆ Gas welding
- ◆ Cement work
- ◆ Electrical repair
- ◆ Plumbing repair
- ◆ Reading blueprints
- ◆ Swimming pool maintenance
- ◆ Repairing and installing heating and air conditioning systems

Computer

- ◆ Microsoft Office

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

MANAGEMENT ANALYSTS

Management Analysts review, analyze, and suggest improvements to business and organizational systems to assist management in operating with greater efficiency and effectiveness. They conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals. Computer Systems Analysts are not included.

Alternate Titles: Business Analyst, Administrative Analyst, Operations Analyst

Responding Firms: 15 - Representing 69 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 2,904
- ◆ **Occupation Size 2006:** Small - 3,190
- ◆ **Growth Rate:** Much faster than average - 18.6%
- ◆ **Total Openings 2002 - 2006:** 470

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	87%	13%
Over Next 24 Months	0%	40%	60%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Local Government Exc. Hospitals & Education	26.9
Computer & Data Processing Services	10.6
Federal Government	10.6
Commercial Banks	7.7
Management & Public Relations	7.3

RECRUITMENT

Most successful recruitment methods used:

◆ In-House Promotion or Transfer	53%
◆ Internet	53%
◆ Newspaper Ads	47%
◆ Other (word of mouth)	13%
◆ Employee Referrals	13%
◆ Colleges/Universities	13%
◆ Private Employment Agencies	7%

WORK PATTERNS

Hours:

96% reported full-time employees, averaging 41 hours weekly
4% reported part-time employees, averaging 28 hours weekly

Shifts:

100% of responding firms offer day shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	○	●

- ◆ **Gender Ratio:** 45% Female 55% Male

- ◆ **Turnover Rate:** 4% over the past 12 months

CAREER LADDERS

- ◆ **33% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Administrative Assistant, Mail Room Clerk, Consultant, Project Manager
- ◆ **53% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Senior Business Analyst, Supervisor, Manager, Senior Manager, Division Manager, Director, Executive Vice President, Regional Operations Analyst
- ◆ **Important qualifications for advancement:** Experience, leadership ability, education, strong communication skills, project management skills, analytical skills, accounting knowledge

WAGES

Experience	Range	Median
New Hires, No Experience	-	-
New Hires, With Experience	\$15.34 - \$40.49	\$26.37
3+ Yrs Experience With Firm	\$17.26 - \$57.53	\$31.16

*Few firms surveyed were unionized
 **New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	47%	-	40%	-	-	-
Dental	33%	-	40%	-	7%	-
Vision	40%	-	40%	-	-	-
Life	60%	-	20%	-	-	-
Sick Leave	73%	-	7%	-	-	-
Vacation	80%	-	7%	-	-	-
Retirement	53%	-	33%	-	-	-
Child Care	7%	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	87%	-	13%	Length: 6 - 120 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	67%	33%	-	Length: 12 - 120 months Titles: Public Administrator, Business Manager or Finance Officer
Is training accepted in lieu of experience?	13%	87%	-	Length: 12 months
Is technical or vocational training required?	20%	80%	-	Length: 2 - 12 months Type: Management

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Principles and processes involved in business and organizational planning, coordination, and execution
- ◆ Policies and practices involved in personnel/human resources functions

Skills/Abilities:

General

- ◆ Organizational
- ◆ Active listening
- ◆ Effective writing
- ◆ Reading comprehension
- ◆ Effectively conveying information to others

Physical

- ◆ N/A

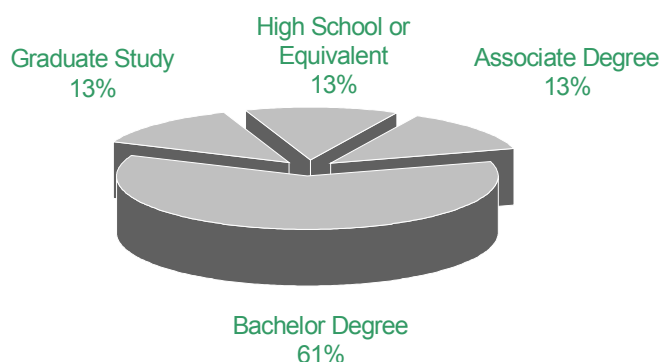
Technical

- ◆ Business math
- ◆ Identifying the nature of problems
- ◆ Identifying and gathering essential information
- ◆ Identifying necessary changes to achieve a goal
- ◆ Developing approaches for implementing an idea
- ◆ Analyzing strengths and weaknesses of different approaches

Computer

- ◆ Microsoft Office

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

MANICURISTS

Manicurists clean, shape, and polish customers' fingernails and toenails. They also form or adhere artificial fingernails on customers' fingers.

Alternate Titles: Nail Technician

Responding Firms: 19- Representing 52 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 1,866
- ◆ **Occupation Size 2006:** Small - 2,060
- ◆ **Growth Rate:** Much faster than average - 2.8%
- ◆ **Total Openings 2002 - 2006:** 485

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	32%	63%	5%
Over Next 24 Months	16%	32%	52%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Beauty Shops	99.6

RECRUITMENT

Most successful recruitment methods used:

◆ Newspaper Ads	74%
◆ Other (word of mouth)	63%
◆ Employee Referrals	42%
◆ School, Program Referrals	42%
◆ Walk-In Applicants	32%
◆ In-House Promotion or Transfer	5%

WORK PATTERNS

Hours:

46% reported full-time employees, averaging 40 hours weekly
54% reported part-time employees, averaging 21 hours weekly

Shifts:

100% of responding firms offer day shifts
47% of responding firms offer other shift types (evenings)

- ◆ **Gender Ratio:** 100% Female 0% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	○	●

- ◆ **Turnover Rate:** 4% over the past 12 months

CAREER LADDERS

- ◆ 11% of responding firms promote employees to this occupation from lower level positions.
- ◆ Job titles leading to opportunities in this occupation may include: Receptionist
- ◆ 21% of responding firms promote employees from this occupation to higher level positions.
- ◆ Promotional titles may include: Manager, Cosmetology Instructor
- ◆ Important qualifications for advancement: Experience, interpersonal skills, managerial skills, communication skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$10.00	\$ 8.41
New Hires, With Experience	\$ 6.75 - \$13.38	\$10.00
3+ Yrs Experience With Firm	\$10.00 - \$24.80	\$16.66

*No firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	5%	-	16%	-	5%	5%
Dental	5%	-	11%	-	5%	5%
Vision	5%	-	5%	-	-	-
Life	5%	-	-	-	-	-
Sick Leave	11%	-	-	-	-	-
Vacation	21%	-	-	-	-	-
Retirement	11%	-	-	-	5%	5%
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	57%	32%	11%	Length: 3 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	46%	54%	-	Length: 3 - 24 months Titles: Hairdresser
Is training accepted in lieu of experience?	23%	77%	-	Length: 3 - 12 months
Is technical or vocational training required?	89%	-	11%	Length: 3 - 12 months Type: Cosmetology and Licensing

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Current techniques

Skills/Abilities:

General

- ◆ Legible writing
- ◆ Customer service
- ◆ Oral communication
- ◆ Reading labels and instructions
- ◆ Reading and following directions

Physical

- ◆ Good vision
- ◆ Finger dexterity
- ◆ Possession of good color perception
- ◆ Sitting continuously for 2 or more hours

Technical

- ◆ Maintaining good customer relations

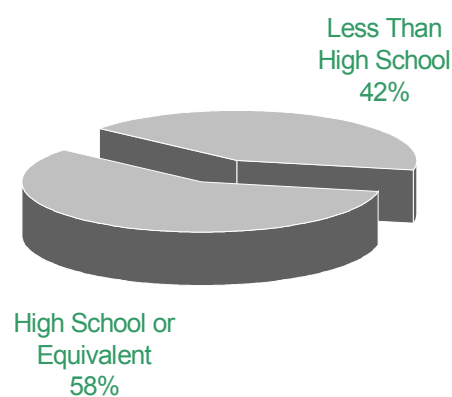
Computer

- ◆ Word

Other:

- ◆ High standards of professional cleanliness

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

MULTIMEDIA SPECIALISTS

Multimedia Specialists work in one or more of the following phases of multimedia production: planning and storyboards (quick sketches of the different scenes that will happen), scriptwriting, graphics, digital sound recording and mixing, scanning and retouching of photos, making the related scenes interactive using specialized computer software and simple programming language.

Alternate Titles: Graphic Designer, Artist

Responding Firms: 17 - Representing 447 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ♦ **Occupation Size 2002:** N/A
- ♦ **Occupation Size 2006:** N/A
- ♦ **Growth Rate:** N/A
- ♦ **Total Openings 2002 - 2006:** N/A

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	70%	24%
Over Next 24 Months	0%	38%	62%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Industry information is not currently available.	

RECRUITMENT

Most successful recruitment methods used:

♦ Internet	53%
♦ Employee Referrals	47%
♦ In-House Promotion or Transfer	41%
♦ Newspaper Ads	24%
♦ Other (word of mouth)	24%
♦ Trade Journals	18%
♦ School, Program Referrals	6%

WORK PATTERNS

Hours:

33% reported full-time employees, averaging 40 hours weekly
67% reported temporary employees, averaging 35 hours weekly

Shifts:

100% of responding firms offer day shifts
6% of responding firms offer swing shifts
6% of responding firms offer other shift types (evenings)

♦ **Gender Ratio:** 32% Female 68% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

♦ **Turnover Rate:** 3% over the past 12 months

CAREER LADDERS

- ♦ **29% of responding firms promote employees to this occupation from lower level positions.**
- ♦ **Job titles leading to opportunities in this occupation may include:** CAD Technicians, Entry Level Engineer, General Assistant
- ♦ **59% of responding firms promote employees from this occupation to higher level positions.**
- ♦ **Promotional titles may include:** Editor, Designer, Software Developer, Manager, Director
- ♦ **Important qualifications for advancement:** Experience, communication skills, managerial skills, customer service skills, reliability, quality workmanship

WAGES

Experience	Range	Median
New Hires, No Experience	-	-
New Hires, With Experience	\$12.50 - \$23.97	\$15.00
3+ Yrs Experience With Firm	\$15.00 - \$43.15	\$21.00

*No firms surveyed were unionized
 **New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	47%	-	47%	-	-	-
Dental	35%	-	47%	-	-	-
Vision	41%	-	41%	-	-	-
Life	59%	-	24%	-	-	-
Sick Leave	82%	6%	6%	-	-	-
Vacation	88%	6%	6%	-	-	-
Retirement	18%	-	41%	-	6%	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	88%	-	12%	Length: 6 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	35%	65%	-	Length: 3 - 36 months Titles: Animator, Graphic Designer or Marketing Specialist
Is training accepted in lieu of experience?	41%	59%	-	Length: 2 - 12 months
Is technical or vocational training required?	24%	64%	12%	Length: 6 - 60 months Type: Graphic Designing

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Digital sound recording
- ◆ Print, electronic, and film media
- ◆ Internet, web page design, and HTML
- ◆ Visual layouts for television and film production

Skills/Abilities:

General

- ◆ Customer service
- ◆ Working under pressure

Physical

- ◆ N/A

Technical

- ◆ Creativity and imagination
- ◆ Writing and editing scripts
- ◆ Doing layouts and paste-up
- ◆ Drawing or painting graphic material
- ◆ Using computer software to design images

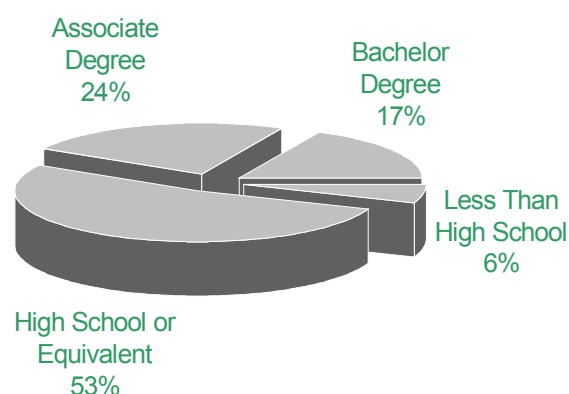
Computer

- ◆ Microsoft Office
- ◆ MS Publisher
- ◆ Fireworks
- ◆ Adobe PageMaker/Photoshop
- ◆ Macintosh 3D Illustrator

Other:

- ◆ Willingness to work long hours

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

NETWORK PROFESSIONALS

Network Professionals are responsible for designing and maintaining a company's computerized information system, managing local and/or wide area networks. They may also include training network users, developing network strategies, downsizing mainframe and mini computer systems to PC networks. They may build front-ends to specific applications. They may be certified or uncertified.

Alternate Titles: Network Administrator, System Administrator, Technical Specialist, Information System (IS) Specialist
Responding Firms: 22 - Representing 49 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ♦ **Occupation Size 2002:** N/A
- ♦ **Occupation Size 2006:** N/A
- ♦ **Growth Rate:** N/A
- ♦ **Total Openings 2002 - 2006:** N/A

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	100%	0%
Over Next 24 Months	5%	63%	32%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Industry information is not currently available.	

RECRUITMENT

Most successful recruitment methods used:

♦ Internet	73%
♦ In-House Promotion or Transfer	45%
♦ Employee Referrals	32%
♦ Newspaper Ads	27%
♦ Private Employment Agencies	18%
♦ Other (word of mouth)	18%
♦ Colleges/Universities	18%

WORK PATTERNS

Hours:

92% reported full-time employees, averaging 40 hours weekly
 4% reported part-time employees, averaging 20 hours weekly
 4% reported temporary employees, averaging 22 hours weekly

Shifts:

95% of responding firms offer day shifts
 5% of responding firms offer other shift types (as needed)

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ♦ **Gender Ratio:** 6% Female 94% Male

- ♦ **Turnover Rate:** 0% over the past 12 months

CAREER LADDERS

- ♦ **59% of responding firms promote employees to this occupation from lower level positions.**
- ♦ **Job titles leading to opportunities in this occupation may include:** Technical Support, IS Assistant, Job Captain, Computer Programmer, Computer Technician
- ♦ **68% of responding firms promote employees from this occupation to higher level positions.**
- ♦ **Promotional titles may include:** Senior Networker, Senior Consultant, Senior Engineer, IS Manager, Network Manager, Vice President of Operations, Chief Information Officer, President
- ♦ **Important qualifications for advancement:** Experience, team work, education, computer skills, communication skills, job knowledge, leadership ability

WAGES

Experience	Range	Median
New Hires, No Experience	-	-
New Hires, With Experience	\$10.07 - \$30.68	\$19.18
3+ Yrs Experience With Firm	\$17.26 - \$39.12	\$27.57

*No firms surveyed were unionized
 **New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	82%	-	9%	-	-	-
Dental	64%	-	9%	-	5%	-
Vision	45%	-	5%	-	5%	-
Life	64%	-	5%	-	-	-
Sick Leave	95%	-	-	-	-	-
Vacation	95%	-	-	-	-	-
Retirement	50%	-	14%	-	5%	-
Child Care	5%	-	-	-	-	-
Other	9%	-	-	-	5%	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	82%	-	18%	Length: 6 - 120 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	41%	59%	-	Length: 6 - 60 months Titles: Architect or Computer Programmer
Is training accepted in lieu of experience?	14%	86%	-	Length: 12 - 60 months
Is technical or vocational training required?	45%	50%	5%	Length: 3 - 36 months Type: Computer Training and MSCE or Novell Certification

IMPORTANT QUALIFICATIONS

Knowledge:

- ♦ Electric circuit boards, processors, chips, and computer hardware and software, including applications and programming

Skills/Abilities:

General

- ♦ Attention to detail
- ♦ Analytical thinking

Physical

- ♦ N/A

Technical

- ♦ Internet development
- ♦ Setting up and maintaining multi-user systems
- ♦ Conducting tests to determine whether equipment, software, or procedures are operating as expected
- ♦ Communicating technical information to nontechnical audiences

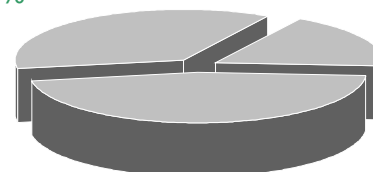
Computer

- ♦ Microsoft Office
- ♦ Novell
- ♦ Adobe PageMaker/Acrobat/Photoshop
- ♦ Outlook Express
- ♦ Netware

EDUCATION

High School or
Equivalent
36%

Associate
Degree
18%



Bachelor
Degree
46%

AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

NURSE AIDES

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Psychiatric Aides and Home Health Aides are not included.

Alternate Titles: Certified Nurse Assistant (CNA)

Responding Firms: 21 - Representing 992 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Large - 26,100
- ◆ **Occupation Size 2006:** Very large - 27,460
- ◆ **Growth Rate:** Slower than average - 1.4%
- ◆ **Total Openings 2002 - 2006:** 3,515

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	52%	48%
Over Next 24 Months	0%	38%	62%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Nursing & Personal Care Facilities	52.6
Hospitals	27.7

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	86%
◆ Newspaper Ads	43%
◆ Walk-In Applicants	38%
◆ School, Program Referrals	24%
◆ Colleges/Universities	24%
◆ In-House Promotion or Transfer	14%
◆ Other (word of mouth)	14%

WORK PATTERNS

Hours:

73% reported full-time employees, averaging 40 hours weekly
 23% reported part-time employees, averaging 20 hours weekly
 4% reported temporary employees, averaging 12 hours weekly

Shifts:

100% of responding firms offer day shifts
 62% of responding firms offer swing shifts
 71% of responding firms offer graveyard shifts
 14% of responding firms offer other shift types (evenings)

- ◆ **Gender Ratio:** 84% Female 16% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 14% over the past 12 months

CAREER LADDERS

- ◆ **27% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Housekeeper, Receptionist, Clerk, Kitchen Helper
- ◆ **81% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Medical Assistant, Billing Clerk, Licensed Vocational Nurse, Registered Nurse
- ◆ **Important qualifications for advancement:** Education, licensing, certification, interpersonal skills, experience

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 7.50 - \$ 8.75	\$ 8.00
New Hires, With Experience	\$ 8.00 - \$11.00	\$ 8.80
3+ Yrs Experience With Firm	\$ 8.65 - \$16.67	\$10.25

**No firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	19%	-	57%	19%	5%	-
Dental	19%	-	52%	19%	10%	5%
Vision	19%	-	48%	14%	10%	5%
Life	19%	-	38%	14%	10%	5%
Sick Leave	52%	14%	14%	10%	-	-
Vacation	52%	24%	24%	10%	-	-
Retirement	10%	5%	38%	14%	10%	5%
Child Care	-	-	5%	-	5%	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	57%	24%	19%	Length: 3 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	19%	81%	-	Length: 6 - 12 months Titles: Home Health Aide, Housekeeper or Nursing Assistant
Is training accepted in lieu of experience?	63%	37%	-	Length: 3 - 12 months
Is technical or vocational training required?	81%	19%	-	Length: 1 - 8 months Type: CPR, Certified Nursing Assistant (CNA) Program, CNA Certification

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Orthopedic care
- ◆ Understanding of asepsis
- ◆ Surgical preparation procedures

Skills/Abilities:

General

- ◆ Effective writing
- ◆ Active listening
- ◆ Record keeping
- ◆ Reading and following directions

Physical

- ◆ N/A

Technical

- ◆ Performing CPR
- ◆ Post surgical care
- ◆ Administering first aid
- ◆ Handling crisis situations
- ◆ Applying dressings and compresses
- ◆ Providing personal services to patients
- ◆ Applying transferring techniques to moving patients

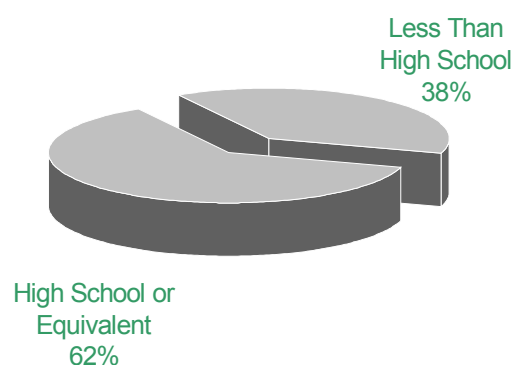
Computer

- ◆ Microsoft Office

Other:

- ◆ Possession of Nurses Aide Certification

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

OCCUPATIONAL THERAPISTS

Occupational Therapists plan, organize, and participate in medically oriented occupational programs in hospitals or similar institutions to rehabilitate patients who are physically or mentally ill.

Alternate Titles: N/A

Responding Firms: 16 - Representing 200 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 337
- ◆ **Occupation Size 2006:** Small - 360
- ◆ **Growth Rate:** Average - 1.8%
- ◆ **Total Openings 2002 - 2006:** 70

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	69%	31%
Over Next 24 Months	0%	87%	13%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Hospitals	34.9
Elementary & Secondary Schools	27.8
Offices of Other Health Practitioners	12.7

RECRUITMENT

Most successful recruitment methods used:

◆ Newspaper Ads	69%
◆ Internet	63%
◆ Trade Journals	44%
◆ Employee Referrals	38%
◆ Colleges/Universities	38%
◆ Walk-In Applicants	25%
◆ School, Program Referrals	13%

WORK PATTERNS

Hours:

54% reported full-time employees, averaging 40 hours weekly
 19% reported part-time employees, averaging 20 hours weekly
 27% reported temporary employees, averaging 9 hours weekly

Shifts:

100% of responding firms offer day shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	●	○

- ◆ **Gender Ratio:** 80% Female 20% Male

- ◆ **Turnover Rate:** 14% over the past 12 months

CAREER LADDERS

- ◆ **31% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Occupational Therapy Aide, Nurse, Early Intervention Assistant/Teacher
- ◆ **50% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Senior Occupational Therapist, Department Supervisor, Department Manager, Clinical Manager, Rehabilitation Director
- ◆ **Important qualifications for advancement:** Education, experience, leadership ability, job knowledge, advanced clinical skills, managerial skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$20.67 - \$24.00	\$23.01
New Hires, With Experience	\$23.15 - \$30.00	\$26.94
3+ Yrs Experience With Firm	\$24.99 - \$36.50	\$30.00

*No firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	25%	6%	69%	44%	-	6%
Dental	25%	6%	69%	44%	-	6%
Vision	25%	6%	50%	38%	-	6%
Life	38%	19%	38%	25%	-	-
Sick Leave	63%	13%	25%	31%	-	-
Vacation	69%	13%	25%	31%	-	-
Retirement	25%	6%	56%	38%	-	-
Child Care	-	-	13%	13%	6%	6%
Other	6%	6%	13%	-	-	6%

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	56%	13%	31%	Length: 6 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	21%	79%	-	Length: 6 - 12 months Titles: Certified Occupational Therapy Assistant or Aide
Is training accepted in lieu of experience?	14%	86%	-	Length: 6 months
Is technical or vocational training required?	31%	63%	6%	Length: 9 - 48 months Type: Occupational Therapy Certification

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Geriatrics
- ◆ Sensory integration

Skills/Abilities:

General

- ◆ Active listening
- ◆ Effective writing
- ◆ Record keeping
- ◆ Problem solving
- ◆ Exercising patience
- ◆ Expressing empathy
- ◆ Planning and organizing the work of others

Physical

- ◆ Good physical condition

Technical

- ◆ Relating to patients

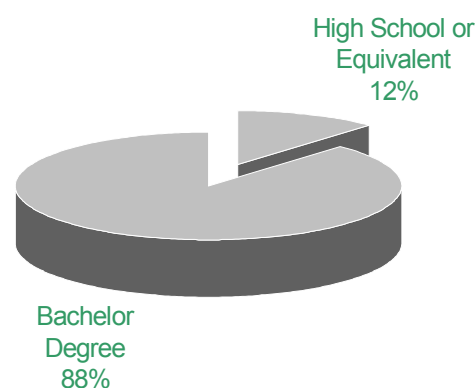
Computer

- ◆ Microsoft Office
- ◆ ACT

Other:

- ◆ CPR Certification
- ◆ Imagination and creativity
- ◆ Possession of emotional stability

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

OCCUPATIONAL THERAPY ASSISTANTS AND AIDES

Occupational Therapy Assistants and Aides assist Occupational Therapists in administering medically oriented occupational programs to assist in rehabilitating patients in hospitals and similar institutions.

Alternate Titles: OT Aide, COTA (Certified Occupational Therapy Assistant)

Responding Firms: 14 - Representing 155 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 337
- ◆ **Occupation Size 2006:** Small - 360
- ◆ **Growth Rate:** Average - 1.8%
- ◆ **Total Openings 2002 - 2006:** 70

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	71%	29%
Over Next 24 Months	0%	86%	14%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Nursing & Personal Care Facilities	34.1
Hospitals	29.9
Offices & Clinics of Medical Doctors	20.5

RECRUITMENT

Most successful recruitment methods used:

◆ Newspaper Ads	57%
◆ Internet	50%
◆ Employee Referrals	43%
◆ Colleges/Universities	43%
◆ School, Program Referrals	36%
◆ In-House Promotion or Transfer	29%
◆ Walk-In Applicants	21%

WORK PATTERNS

Hours:

86% reported full-time employees, averaging 40 hours weekly
 6% reported part-time employees, averaging 25 hours weekly
 8% reported temporary employees, averaging 12 hours weekly

Shifts:

100% of responding firms offer day shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 67% Female 33% Male

- ◆ **Turnover Rate:** 6% over the past 12 months

CAREER LADDERS

- ◆ **29% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Physical Therapy Aide, Nursing Attendant, Clerk
- ◆ **71% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** COTA II, Occupational Therapist, Physical Therapist
- ◆ **Important qualifications for advancement:** Education, licensing, communication skills, leadership ability, experience, customer service skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 8.25 - \$16.74	\$15.34
New Hires, With Experience	\$ 9.00 - \$21.49	\$15.67
3+ Yrs Experience With Firm	\$10.00 - \$25.10	\$20.30

*Few firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	21%	-	79%	21%	-	-
Dental	21%	-	79%	21%	-	-
Vision	21%	-	57%	21%	-	-
Life	57%	-	21%	21%	7%	-
Sick Leave	71%	7%	29%	14%	-	-
Vacation	64%	7%	29%	14%	-	-
Retirement	36%	7%	57%	14%	-	-
Child Care	-	-	21%	7%	14%	-
Other	-	-	-	-	7%	7%

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	21%	29%	50%	Length: 6 - 12 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	10%	90%	-	Length: 12 months Titles: Medical Assistant
Is training accepted in lieu of experience?	20%	80%	-	Length: 6 - 12 months
Is technical or vocational training required?	29%	57%	14%	Length: 2 - 24 months Type: Occupational Therapy Assistant Program and Certification

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Medical terminology

Skills/Abilities:

General

- ◆ Public contact
- ◆ Active listening
- ◆ Effective writing
- ◆ Exercising patience
- ◆ Reading and following directions

Physical

- ◆ Lifting and moving patients
- ◆ Lifting at least 100lbs. repeatedly

Technical

- ◆ Recognizing abuse
- ◆ Effectively dealing with difficult individuals
- ◆ Maintaining progress notes and treatment summaries

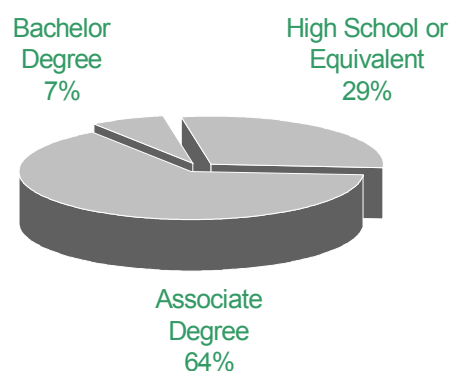
Computer

- ◆ Microsoft Office
- ◆ MedTech

Other:

- ◆ CPR Certified
- ◆ BCLS Certified
- ◆ Certified Occupational Therapy Assistant

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

OPTICAL GOODS WORKERS - PRECISION

Optical Goods Workers - Precision cut, grind, and polish eyeglasses, contact lenses, or other precision optical elements according to prescription or other specifications. They assemble and mount lenses into frames and process other optical elements according to specifications. These occupations usually involve the use of precision machines and instruments. They include such occupations as Precision Lens Polishers or Grinders, Centerer-Edgers and Lens Mounters. They exclude rough grinding of optical elements.

Alternate Titles: Contact Lens Technician, Optical Lab Technician, Pieceworker, Machine Operator, Polish Operator

Responding Firms: 17 - Representing 248 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 420
- ◆ **Occupation Size 2006:** Small - 460
- ◆ **Growth Rate:** Faster than average - 2.6%
- ◆ **Total Openings 2002 - 2006:** 80

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	18%	58%	24%
Over Next 24 Months	0%	41%	59%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Ophthalmic Goods	57.0
Retail Stores, NEC	17.0
Professional & Commercial Equipment	14.8

RECRUITMENT

Most successful recruitment methods used:

◆ Walk-In Applicants	53%
◆ Employee Referrals	47%
◆ Newspaper Ads	47%
◆ In-House Promotion or Transfer	41%
◆ School, Program Referrals	29%
◆ Employment Development Department	18%
◆ Other (word of mouth)	12%

WORK PATTERNS

Hours:

91% reported full-time employees, averaging 40 hours weekly
9% reported part-time employees, averaging 27 hours weekly

Shifts:

100% of responding firms offer day shifts
6% of responding firms offer other shift types (some evenings)

- ◆ **Gender Ratio:** 52% Female 48% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	○	●

- ◆ **Turnover Rate:** 6% over the past 12 months

CAREER LADDERS

- ◆ **35% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Optical Assistant, Office Clerk, Lens Washer, General Maintenance Worker
- ◆ **76% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Lead Lab Technician, Supervisor, Assistant Manager, Optical Manager, Inspector, Quality Control Manager, General Manager
- ◆ **Important qualifications for advancement:** Experience, job knowledge, good vision, exceptional math skills, quality workmanship, communication skills, strong organizational skills, customer service skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$ 8.00	\$ 7.13
New Hires, With Experience	\$ 6.75 - \$11.00	\$ 8.75
3+ Yrs Experience With Firm	\$ 6.75 - \$16.00	\$13.00

**No firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	35%	6%	35%	-	6%	-
Dental	29%	6%	24%	-	18%	-
Vision	29%	24%	12%	-	18%	-
Life	35%	6%	6%	6%	6%	-
Sick Leave	53%	6%	-	-	6%	-
Vacation	88%	6%	-	-	-	6%
Retirement	29%	-	6%	-	12%	-
Child Care	-	-	-	-	12%	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	42%	29%	29%	Length: 6 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	33%	67%	-	Length: 6 - 24 months Titles: Retail Salesperson, Customer Service Representative or Optical Dispenser
Is training accepted in lieu of experience?	50%	50%	-	Length: 3 - 10 months
Is technical or vocational training required?	24%	71%	5%	Length: 6 - 24 months Type: Optical Training

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Physics
- ◆ Industry software
- ◆ Machines and tools
- ◆ Production and processing

Skills/Abilities:

General

- ◆ Effective writing
- ◆ Analytical thinking
- ◆ Oral communication
- ◆ Reading comprehension

Physical

- ◆ Manual dexterity

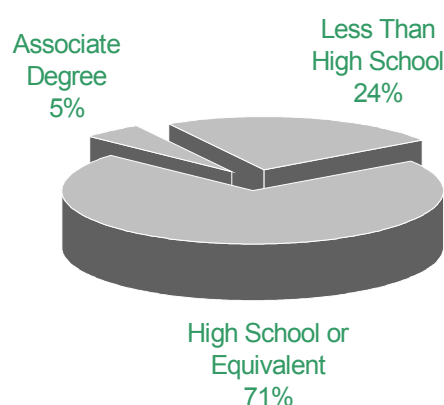
Technical

- ◆ Identifying the nature of problems
- ◆ Using mathematics to solve problems
- ◆ Determining necessary tools and equipment
- ◆ Controlling operations of equipment or systems
- ◆ Inspecting and evaluating the quality of products

Computer

- ◆ Microsoft Office

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

PERSONAL AND HOME CARE AIDES

Personal and Home Care Aides perform a variety of tasks at places of residence. Their duties include keeping house; advising families having problems with such things as nutrition, health, cleanliness, and household utilities. Nurses' Aides and Home Health Care Workers are not included.

Alternate Titles: Care-Giver

Responding Firms: 17 - Representing 325 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 3,293
- ◆ **Occupation Size 2006:** Small - 3,590
- ◆ **Growth Rate:** Faster than average - 2.4%
- ◆ **Total Openings 2002 - 2006:** 815

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	88%	12%
Over Next 24 Months	0%	47%	53%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Residential Care	73.9
Health & Allied Service, NEC	11.8

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	88%
◆ Newspaper Ads	53%
◆ Other (word of mouth)	41%
◆ In-House Promotion or Transfer	29%
◆ School, Program Referrals	18%
◆ Walk-In Applicants	18%
◆ Colleges/Universities	18%

WORK PATTERNS

Hours:

46% reported full-time employees, averaging 40 hours weekly
 45% reported part-time employees, averaging 29 hours weekly
 9% reported temporary employees, averaging 16 hours weekly

Shifts:

100% of responding firms offer day shifts
 6% of responding firms offer swing shifts
 6% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 87% Female 13% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 10% over the past 12 months

CAREER LADDERS

- ◆ **65% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Receptionist, Housekeeper, Cook
- ◆ **71% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Certified Nurse Assistant, Administrative Assistant, Supervisor, Manager, Director
- ◆ **Important qualifications for advancement:** Education, certification, experience, interpersonal skills, health & nutrition knowledge, communication skills, customer service skills, quality workmanship

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$ 8.00	\$ 7.00
New Hires, With Experience	\$ 6.75 - \$ 8.05	\$ 7.25
3+ Yrs Experience With Firm	\$ 7.48 - \$10.00	\$ 8.50

**No firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	6%	12%	41%	24%	-	-
Dental	6%	12%	41%	24%	-	-
Vision	-	6%	35%	24%	-	-
Life	-	-	24%	12%	6%	6%
Sick Leave	47%	12%	6%	6%	-	-
Vacation	47%	12%	6%	6%	-	-
Retirement	6%	6%	12%	12%	-	-
Child Care	-	-	-	-	-	-
Other	-	-	6%	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	65%	11%	24%	Length: 3 - 12 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	67%	33%	-	Length: 3 - 6 months Titles: Certified Nurse Aide (CNA), Cook, Housekeeper, Health Aide or Customer Service Representative
Is training accepted in lieu of experience?	87%	13%	-	Length: 3 - 12 months
Is technical or vocational training required?	29%	71%	-	Length: 3 - 6 months Type: Nursing Assisting, CPR, CNA Certification

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Geriatrics
- ◆ Family social work
- ◆ Understanding of good diet and nutrition

Skills/Abilities:

General

- ◆ Interpersonal
- ◆ Effective writing
- ◆ Oral communication
- ◆ Reading and following directions

Physical

- ◆ N/A

Technical

- ◆ Family counseling
- ◆ Preparing client food budgets
- ◆ Food buying and menu planning
- ◆ Working with children who have special needs

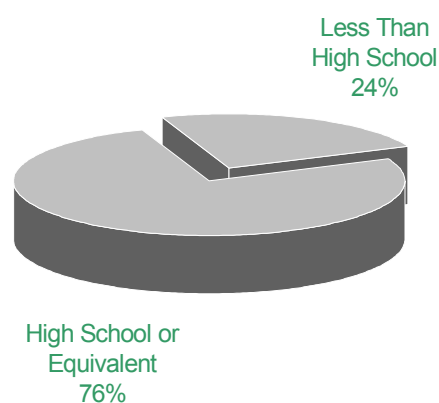
Computer

- ◆ N/A

Other:

- ◆ Possession of a reliable vehicle
- ◆ Possession of a valid driver's license
- ◆ High standards of personal cleanliness
- ◆ Ability to pass a pre-employment medical examination

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

PEST CONTROLLERS AND PEST CONTROL ASSISTANTS

Pest Controllers and Pest Control Assistants spray or release chemical solutions or toxic gases and set mechanical traps to kill pests and vermin such as mice, termites, and roaches that infest buildings and surrounding areas.

Alternate Titles: Applicator, Exterminator, Inspector, Fumigator, Service Technician, Field Representative

Responding Firms: 24 - Representing 299 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 2,340
- ◆ **Occupation Size 2006:** Small - 2,820
- ◆ **Growth Rate:** Much faster than average - 6.1%
- ◆ **Total Openings 2002 - 2006:** 870

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	17%	58%	25%
Over Next 24 Months	0%	54%	46%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Services to Buildings	99.1

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	92%
◆ Newspaper Ads	75%
◆ Walk-In Applicants	54%
◆ In-House Promotion or Transfer	29%
◆ Other (word of mouth)	21%
◆ Employment Development Department	17%
◆ School, Program Referrals	4%

WORK PATTERNS

Hours:

98% reported full-time employees, averaging 39 hours weekly
2% reported part-time employees, averaging 20 hours weekly

Shifts:

100% of responding firms offer day shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	●	○

- ◆ **Gender Ratio:** 10% Female 90% Male

- ◆ **Turnover Rate:** 10% over the past 12 months

CAREER LADDERS

- ◆ **54% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Laborer, Wood Repairman, Driver
- ◆ **67% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Supervisor, Manager, Vice President
- ◆ **Important qualifications for advancement:** Interpersonal skills, communication skills, customer service skills, experience, mathematical ability, job knowledge, time management

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$10.52	\$ 8.00
New Hires, With Experience	\$ 8.00 - \$13.15	\$10.00
3+ Yrs Experience With Firm	\$10.00 - \$18.41	\$13.94

*Few firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	38%	-	46%	-	-	-
Dental	13%	-	21%	-	21%	-
Vision	4%	-	17%	-	17%	-
Life	17%	-	13%	-	8%	-
Sick Leave	42%	-	4%	-	4%	-
Vacation	83%	4%	4%	-	-	-
Retirement	17%	-	4%	-	4%	-
Child Care	-	-	-	-	4%	-
Other	4%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	29%	33%	38%	Length: 2 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	33%	67%	-	Length: 3 - 12 months Titles: Laborer, Carpenter or Construction Worker
Is training accepted in lieu of experience?	56%	44%	-	Length: 3 - 12 months
Is technical or vocational training required?	42%	54%	4%	Length: 1 - 24 months Type: State Exam and Licensing

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ N/A

Skills/Abilities:

General

- ◆ Basic math
- ◆ Public contact
- ◆ Legible writing
- ◆ Oral communication
- ◆ Reading and following directions

Physical

- ◆ Climbing to high places
- ◆ Lifting at least 50lbs. repeatedly
- ◆ Tolerating dust and unpleasant odors

Technical

- ◆ Reading blueprints
- ◆ Implementing safe work practices
- ◆ Applying principles of hazardous and toxic waste disposal

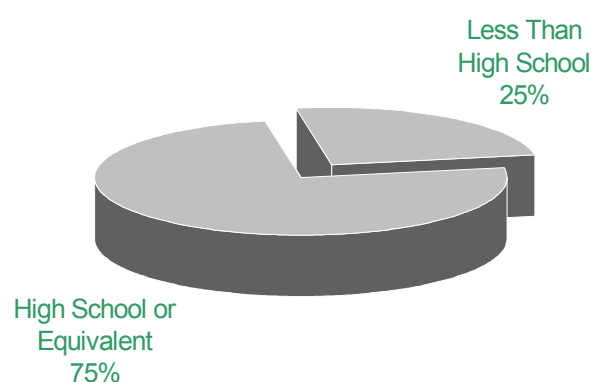
Computer

- ◆ N/A

Other:

- ◆ Possession of a pest control license
- ◆ Possession of a good DMV driving record
- ◆ Possession of a pest control applicator certificate

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

PHLEBOTOMISTS

Phlebotomists draw blood from patients or donors in hospitals, independent clinical laboratories, blood banks, or similar facilities, for analysis or other medical purposes. They may perform related clerical and/or routine laboratory tasks.

Alternate Titles: Lab Assistant, Lab Technician, Blood Drawer

Responding Firms: 24 - Representing 920 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** N/A
- ◆ **Occupation Size 2006:** N/A
- ◆ **Growth Rate:** N/A
- ◆ **Total Openings 2002 - 2006:** N/A

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	46%	54%
Over Next 24 Months	0%	58%	42%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Industry information is not currently available.	

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	63%
◆ Newspaper Ads	54%
◆ Walk-In Applicants	38%
◆ School, Program Referrals	33%
◆ In-House Promotion or Transfer	29%
◆ Employment Development Department	17%
◆ Colleges/Universities	13%

WORK PATTERNS

Hours:

- 51% reported full-time employees, averaging 40 hours weekly
- 36% reported part-time employees, averaging 25 hours weekly
- 13% reported temporary employees, averaging 28 hours weekly

Shifts:

- 100% of responding firms offer day shifts
- 29% of responding firms offer swing shifts
- 21% of responding firms offer graveyard shifts
- 13% of responding firms offer other shift types (as needed)

- ◆ **Gender Ratio:** 62% Female 38% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 4% over the past 12 months

CAREER LADDERS

- ◆ **46% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Courier, Medical Assistant, Office Personnel, Medical Records Clerk
- ◆ **63% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Senior Phlebotomist, Medical Technician, Supervisor, Lab Manager, Insurance Biller, Licensed Vocational Nurse, Registered Nurse
- ◆ **Important qualifications for advancement:** Education, licensing, experience, patience, interpersonal skills, communication skills, strong organizational skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 7.00 - \$ 9.00	\$ 7.75
New Hires, With Experience	\$ 7.48 - \$14.38	\$ 9.99
3+ Yrs Experience With Firm	\$ 8.63 - \$16.30	\$12.25

*Few firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	46%	-	38%	25%	-	4%
Dental	21%	-	38%	25%	-	4%
Vision	38%	4%	17%	13%	8%	13%
Life	29%	4%	17%	13%	-	4%
Sick Leave	67%	25%	13%	-	4%	-
Vacation	71%	29%	13%	-	4%	4%
Retirement	21%	4%	17%	8%	8%	13%
Child Care	-	-	-	-	4%	4%
Other	-	-	4%	4%	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	83%	4%	13%	Length: 3 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	30%	70%	-	Length: 6 - 12 months Titles: Medical Assistant, Medical Technician, Nurse Aide
Is training accepted in lieu of experience?	48%	52%	-	Length: 1 - 24 months
Is technical or vocational training required?	79%	17%	4%	Length: 1 - 24 months Type: CPR, Lab Training, Certification

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Medical terminology

Skills/Abilities:

General

- ◆ Basic math
- ◆ Legible writing
- ◆ Oral communication
- ◆ Telephone answering

Physical

- ◆ Good color perception

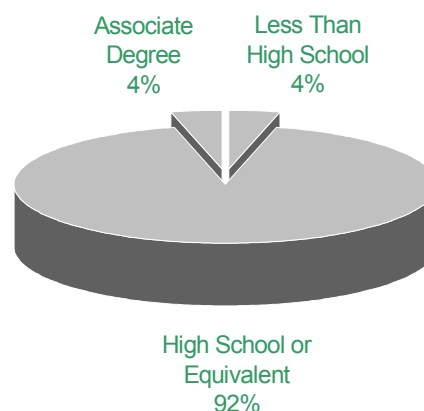
Technical

- ◆ Blood drawing
- ◆ Infection control
- ◆ Taking vital signs
- ◆ Following billing procedures
- ◆ Applying sterilization techniques
- ◆ Following laboratory procedures
- ◆ Administering electrocardiograph (EKG) tests

Computer

- ◆ Microsoft Office
- ◆ Medical Manager
- ◆ OnStaff 2000
- ◆ Citation
- ◆ CCA

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

PHYSICAL THERAPY AIDES

Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist.

Alternate Titles: PT Aide, PT Technician, Therapy Aide, PTA

Responding Firms: 19 - Representing 184 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 1,647
- ◆ **Occupation Size 2006:** Small - 1,790
- ◆ **Growth Rate:** Faster than average - 2.3%
- ◆ **Total Openings 2002 - 2006:** 385

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	5%	63%	32%
Over Next 24 Months	5%	58%	37%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Hospitals	34.0
Offices of Other Health Practitioners	31.9
Nursing & Personal Care Facilities	16.8

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	63%
◆ Newspaper Ads	42%
◆ Colleges/Universities	42%
◆ School, Program Referrals	37%
◆ Walk-In Applicants	32%
◆ In-House Promotion or Transfer	5%
◆ Internet	5%

WORK PATTERNS

Hours:

44% reported full-time employees, averaging 40 hours weekly
 54% reported part-time employees, averaging 20 hours weekly
 2% reported temporary employees, averaging 13 hours weekly

Shifts:

100% of responding firms offer day shifts
 5% of responding firms offer swing shifts
 5% of responding firms offer graveyard shifts
 5% of responding firms offer other shift types (all shifts)

- ◆ **Gender Ratio:** 53% Female 47% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 17% over the past 12 months

CAREER LADDERS

- ◆ **21% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Registered Nurse Aide, Certified Nurse Assistant
- ◆ **53% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Physical Therapy Assistant, Physical Therapist, Billing Clerk, Office Manager, Department Director
- ◆ **Important qualifications for advancement:** Education, certification, effectiveness, communication skills, experience, patient handling abilities, strong organizational skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$10.00	\$ 8.00
New Hires, With Experience	\$ 7.00 - \$12.50	\$10.00
3+ Yrs Experience With Firm	\$ 9.00 - \$15.00	\$12.00

**No firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	50%	11%	17%	11%	-	-
Dental	28%	6%	11%	-	-	-
Vision	17%	-	11%	-	-	-
Life	28%	-	6%	-	-	-
Sick Leave	61%	11%	6%	6%	-	-
Vacation	61%	17%	6%	6%	-	-
Retirement	11%	6%	22%	22%	6%	6%
Child Care	-	-	6%	6%	-	-
Other	11%	6%	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	26%	21%	53%	Length: 3 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	67%	33%	-	Length: 3 - 12 months Titles: Massage Therapist, Personal Trainer, Medical Assistant or Customer Service Representative
Is training accepted in lieu of experience?	60%	40%	-	Length: 1 - 12 months
Is technical or vocational training required?	11%	68%	21%	Length: 1 - 24 months Type: Anatomy, Physical Therapy

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Anatomy
- ◆ Geriatrics
- ◆ Pediatrics
- ◆ Orthopedic care
- ◆ Sports medicine
- ◆ Neurology and physiology
- ◆ Cardiopulmonary disease

Skills/Abilities:

General

- ◆ Effective writing
- ◆ Oral communication

Physical

- ◆ N/A

Technical

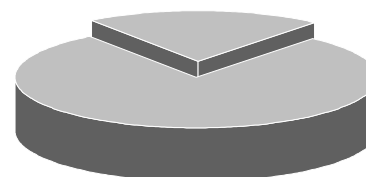
- ◆ Massage
- ◆ General clerical
- ◆ Taking vital signs
- ◆ Detecting complications in patients
- ◆ Applying transferring techniques moving patients

Computer

- ◆ Microsoft Office
- ◆ Practice Mgmt (Apex)
- ◆ Spectrasoft (scheduling software)

EDUCATION

Associate Degree
21%



High School or
Equivalent
79%

AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

PHYSICAL THERAPY ASSISTANTS

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records.

Alternate Titles: PT Assistant, Massage Therapist

Responding Firms: 18 - Representing 62 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 1,647
- ◆ **Occupation Size 2006:** Small - 1,790
- ◆ **Growth Rate:** Faster than average - 2.3%
- ◆ **Total Openings 2002 - 2006:** 385

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	83%	17%
Over Next 24 Months	0%	83%	17%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Hospitals	34.0
Offices of Other Health Practitioners	31.9
Nursing & Personal Care Facilities	16.8

RECRUITMENT

Most successful recruitment methods used:

◆ Newspaper Ads	83%
◆ Employee Referrals	50%
◆ Colleges/Universities	39%
◆ Walk-In Applicants	33%
◆ Internet	28%
◆ Trade Journals	22%
◆ In-House Promotion or Transfer	11%

WORK PATTERNS

Hours:

71% reported full-time employees, averaging 40 hours weekly
 23% reported part-time employees, averaging 19 hours weekly
 6% reported temporary employees, averaging 12 hours weekly

Shifts:

100% of responding firms offer day shifts
 6% of responding firms offer swing shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Gender Ratio:** 52% Female 48% Male

- ◆ **Turnover Rate:** 6% over the past 12 months

CAREER LADDERS

- ◆ **39% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Physical Therapy Aide, Medical Office Personnel, Intern, General Office Clerk
- ◆ **28% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Physical Therapist, Office Manager, Rehab Director
- ◆ **Important qualifications for advancement:** Education, licensing, experience, interpersonal skills, communication skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$15.00 - \$23.00	\$17.50
New Hires, With Experience	\$16.00 - \$24.00	\$19.25
3+ Yrs Experience With Firm	\$16.00 - \$29.00	\$22.00

**No firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	28%	-	44%	6%	-	6%
Dental	11%	-	39%	6%	-	6%
Vision	6%	-	28%	6%	-	6%
Life	22%	-	17%	6%	-	-
Sick Leave	56%	-	11%	11%	-	-
Vacation	61%	6%	11%	11%	-	-
Retirement	6%	-	39%	11%	-	-
Child Care	-	-	6%	6%	-	-
Other	6%	-	11%	6%	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	50%	11%	39%	Length: 3 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	12%	88%	-	Length: 6 months Titles: Physical Therapy Aide or Business Administrator
Is training accepted in lieu of experience?	19%	81%	-	Length: 6 - 12 months
Is technical or vocational training required?	56%	39%	5%	Length: 6 - 24 months Type: Physical Therapy and Certification

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Anatomy
- ◆ Geriatrics
- ◆ Pathology
- ◆ Pediatrics
- ◆ Orthopedic care
- ◆ Sports medicine
- ◆ Neurology and physiology
- ◆ Cardiopulmonary diseases

Skills/Abilities:

General

- ◆ Effective writing
- ◆ Oral communication

Physical

- ◆ N/A

Technical

- ◆ Taking vital signs
- ◆ Detecting complications in patients
- ◆ Applying transferring techniques moving patients
- ◆ Maintaining progress notes and treatment summaries

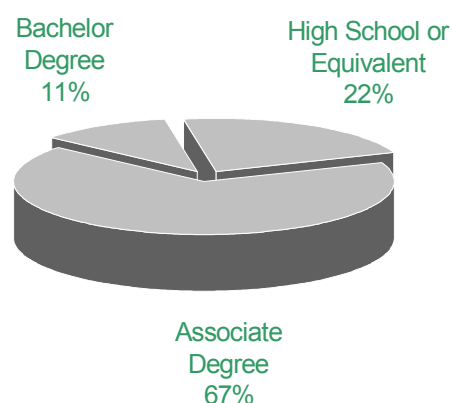
Computer

- ◆ Microsoft Office
- ◆ Apex

Other:

- ◆ Possession of a Physical Therapist Assistant certificate

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

QUALITY ASSURANCE MANAGERS

Quality Assurance Managers set up systems, processes and implement new programs. They manage/implement quality, reliability and product safety and administer ISO9000 activities. They are responsible for developing and administering Quality Control Programs, and ensure Quality Control Procedures and Policies are coordinated throughout the company. They are responsible for establishing testing policies and procedures for maintaining a program that will meet the Quality Control needs of the entire organization. They are also responsible for assessing compliance to regulatory and manufacturing specs.

Alternate Titles: QA Manager

Responding Firms: 16 - Representing 20 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ♦ **Occupation Size 2002:** N/A
- ♦ **Occupation Size 2006:** N/A
- ♦ **Growth Rate:** N/A
- ♦ **Total Openings 2002 - 2006:** N/A

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	19%	81%	0%
Over Next 24 Months	6%	75%	19%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Industry information is not currently available.	

RECRUITMENT

Most successful recruitment methods used:

♦ Newspaper Ads	69%
♦ Employment Development Department	50%
♦ Internet	44%
♦ In-House Promotion or Transfer	25%
♦ Private Employment Agencies	19%
♦ Employee Referrals	13%
♦ Colleges/Universities	6%

WORK PATTERNS

Hours:

95% reported full-time employees, averaging 40 hours weekly
5% reported part-time employees, averaging 20 hours weekly

Shifts:

100% of responding firms offer day shifts
6% of responding firms offer swing shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	N/A	N/A	N/A
Experienced	○	○	●

♦ **Gender Ratio:** 20% Female 80% Male

♦ **Turnover Rate:** 0% over the past 12 months

CAREER LADDERS

- ♦ **63% of responding firms promote employees to this occupation from lower level positions.**
- ♦ **Job titles leading to opportunities in this occupation may include:** Inspector, QA Technician, Quality Control Officer, Plant Worker, Solderer, Supervisor
- ♦ **19% of responding firms promote employees from this occupation to higher level positions.**
- ♦ **Promotional titles may include:** QA Director, Engineering Manager, Vice President of Operations
- ♦ **Important qualifications for advancement:** Education, experience, job knowledge, interpersonal skills

WAGES

Experience	Range	Median
New Hires, No Experience	-	-
New Hires, With Experience	\$ 8.00 - \$31.16	\$17.39
3+ Yrs Experience With Firm	\$10.00 - \$40.75	\$25.63

*No firms surveyed were unionized
 **New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	44%	6%	38%	-	6%	-
Dental	25%	-	25%	-	19%	-
Vision	13%	-	19%	-	13%	-
Life	44%	6%	38%	-	-	-
Sick Leave	44%	6%	13%	-	6%	-
Vacation	63%	6%	19%	-	6%	-
Retirement	25%	6%	25%	-	13%	-
Child Care	6%	-	-	-	6%	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	100%	-	-	Length: 5 - 120 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	56%	44%	-	Length: 12 - 120 months Titles: Tech Support Specialist, Engineer or Inspector
Is training accepted in lieu of experience?	25%	75%	-	Length: 3 - 48 months
Is technical or vocational training required?	63%	37%	-	Length: 1 - 60 months Type: Electrical, Engineering, Production Training

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Statistics
- ◆ Mainframes
- ◆ ISO9000 and ISO9001
- ◆ Specific production processes
- ◆ Regulatory product compliance
- ◆ Environmental controls and regulations

Skills/Abilities:

General

- ◆ Record keeping and documentation
- ◆ Setting priorities and meeting deadlines
- ◆ Planning and organizing the work of others

Physical

- ◆ N/A

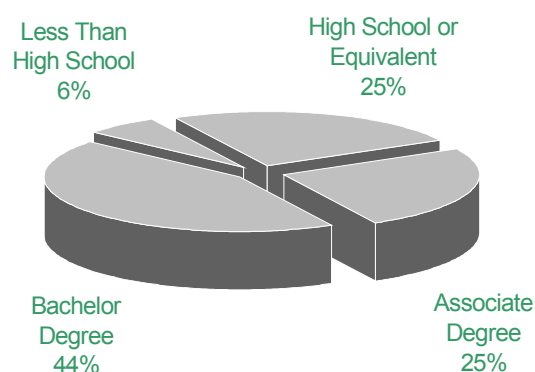
Technical

- ◆ Troubleshooting
- ◆ Analyzing data to solve problems
- ◆ Maintaining quality control standards
- ◆ Judging product quality by standards
- ◆ Using computer controlled processes
- ◆ Applying complex rules and regulations
- ◆ Making recommendations for improvements

Computer

- ◆ Microsoft Office

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

RECEPTIONISTS AND INFORMATION CLERKS

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Receptionists who primarily operate switchboards are not included.

Alternate Titles: Secretary, Departmental Clerk, Office Assistant, Office Clerk, Administrative Clerk, Staffer, Clerk

Responding Firms: 25 - Representing 69 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Very large - 52,487
- ◆ **Occupation Size 2006:** Very large - 56,150
- ◆ **Growth Rate:** Average - 1.8%
- ◆ **Total Openings 2002 - 2006:** 9,685

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	88%	12%
Over Next 24 Months	0%	92%	8%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Offices & Clinics of Medical Doctors	12.8
Personnel Supply Services	11.8
Legal Services	6.9
Real Estate Agents & Managers	5.8
Offices & Clinics of Dentists	5.6

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	68%
◆ Newspaper Ads	56%
◆ In-House Promotion or Transfer	28%
◆ Internet	28%
◆ Other (word of mouth)	20%
◆ Walk-In Applicants	16%
◆ Private Employment Agencies	12%

WORK PATTERNS

Hours:

100% reported full-time employees, averaging 40 hours weekly

Shifts:

100% of responding firms offer day shifts
4% of responding firms offer swing shifts
4% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 90% Female 10% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 10% over the past 12 months

CAREER LADDERS

- ◆ **20% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** File Clerk, Runner, Clerk Typist, Mail Room Assistant, Instructional Assistant, Clerical Assistant
- ◆ **64% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Senior Office Assistant, Personal Assistant, Supervisor, Office Manager, Department Secretary, Administrative Assistant, Accounting Clerk, Admissions Coordinator, Teacher Assistant
- ◆ **Important qualifications for advancement:** Education, experience, job knowledge, time management, accounting skills, hard work, strong organizational skills, interpersonal skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$16.08	\$10.50
New Hires, With Experience	\$ 8.00 - \$16.08	\$12.52
3+ Yrs Experience With Firm	\$11.00 - \$20.00	\$15.00

*Few firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	67%	-	21%	-	4%	-
Dental	42%	-	25%	-	13%	-
Vision	50%	-	17%	-	4%	-
Life	54%	-	17%	-	-	-
Sick Leave	88%	-	-	-	-	-
Vacation	88%	-	-	-	-	-
Retirement	42%	-	29%	-	8%	-
Child Care	-	-	-	-	-	-
Other	8%	-	-	-	4%	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	48%	24%	28%	Length: 6 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	53%	47%	-	Length: 6 - 60 months Titles: Secretary, Typist or General Office Clerk
Is training accepted in lieu of experience?	32%	68%	-	Length: 1 - 24 months
Is technical or vocational training required?	12%	80%	8%	Length: 1 - 24 months Type: Law, Office Equipment, Computer Training

IMPORTANT QUALIFICATIONS

Knowledge:

♦ N/A

Skills/Abilities:

General

- ♦ Basic math
- ♦ Public contact
- ♦ Effective writing
- ♦ Oral communication
- ♦ Telephone answering

Physical

♦ N/A

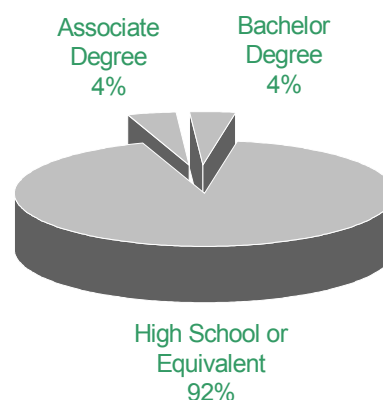
Technical

- ♦ Bookkeeping
- ♦ Typing at least 45 wpm
- ♦ Performing detailed work
- ♦ Alphabetic and numeric filing
- ♦ Operating a multi-line command phone center

Computer

- ♦ Microsoft Office
- ♦ Word Perfect
- ♦ FileMaker Pro
- ♦ MS Publisher

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

RECREATION WORKERS

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies.

Alternate Titles: Activity Director, Activity Leader, Program Director, Recreation Leader, Program Leader/Specialist

Responding Firms: 29 - Representing 1,024 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Medium - 8,341
- ◆ **Occupation Size 2006:** Medium - 8,810
- ◆ **Growth Rate:** Slower than average - 10.3%
- ◆ **Total Openings 2002 - 2006:** 1,700

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	7%	55%	38%
Over Next 24 Months	0%	79%	21%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Local Government, Exc. Hospitals & Education	63.3
Civic & Social Associations	9.9
Misc. Amusement, Recreation Services	8.5

RECRUITMENT

Most successful recruitment methods used:

◆ In-House Promotion or Transfer	66%
◆ Employee Referrals	55%
◆ Newspaper Ads	55%
◆ School, Program Referrals	31%
◆ Walk-In Applicants	24%
◆ Internet	17%
◆ Colleges/Universities	17%

WORK PATTERNS

Hours:

19% reported full-time employees, averaging 40 hours weekly
 73% reported part-time employees, averaging 20 hours weekly
 3% reported temporary employees, averaging 15 hours weekly
 5% reported seasonal employees, averaging 19 hours weekly

Shifts:

97% of responding firms offer day shifts
 21% of responding firms offer swing shifts
 3% of responding firms offer graveyard shifts
 17% of responding firms offer other shift types (as needed)

- ◆ **Gender Ratio:** 61% Female 39% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 5% over the past 12 months

CAREER LADDERS

- ◆ **69% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Youth Development Professional, Receptionist, Activities Assistant, CNA, Sales Representative, Golf Shop Assistant, Tennis Assistant, Office Clerk, Child Care Worker
- ◆ **69% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Recreation Specialist, Recreation Director, Program Specialist II, Unit Director, Case Manager, Community Services Supervisor, Coordinator, Administrative Assistant, Business Office Consultant
- ◆ **Important qualifications for advancement:** Education, experience, job knowledge, leadership ability, early childhood education units, communication skills, program management skills, strong organizational skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$ 9.00	\$ 7.88
New Hires, With Experience	\$ 7.00 - \$16.00	\$ 9.50
3+ Yrs Experience With Firm	\$ 7.95 - \$26.00	\$12.00

**No firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	41%	7%	41%	10%	-	7%
Dental	31%	7%	31%	10%	10%	3%
Vision	24%	7%	24%	3%	10%	7%
Life	52%	10%	14%	-	7%	7%
Sick Leave	48%	3%	7%	3%	-	3%
Vacation	76%	10%	3%	7%	3%	3%
Retirement	34%	14%	17%	10%	14%	-
Child Care	3%	-	7%	7%	3%	-
Other	10%	-	3%	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	41%	10%	49%	Length: 1 - 48 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	62%	38%	-	Length: 3 - 24 months Titles: Child Care Worker, Teacher, Human Services Worker, CNA or Nurse
Is training accepted in lieu of experience?	46%	54%	-	Length: 1 - 12 months
Is technical or vocational training required?	24%	66%	10%	Length: 1 - 12 months Type: CPR, First Aid, CNA Certification, Activity Directing Certification

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Geriatrics
- ◆ Alzhiemers
- ◆ Understanding of a variety of cultures

Skills/Abilities:

General

- ◆ Leadership
- ◆ Interpersonal
- ◆ Oral communication
- ◆ Planning and organizing the work of others

Physical

- ◆ Good physical condition

Technical

- ◆ Artistic
- ◆ Exercising patience
- ◆ Applying principles of recreation
- ◆ Administering emergency first aid
- ◆ Interacting with mentally impaired
- ◆ Planning and organizing training programs

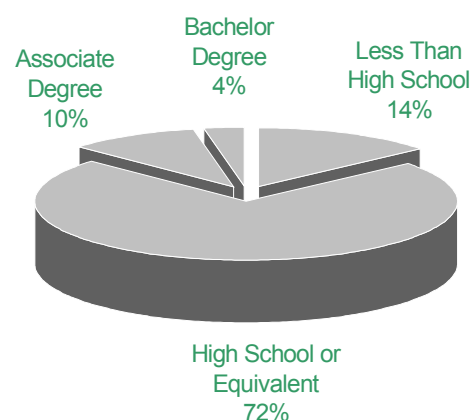
Computer

- ◆ Microsoft Office
- ◆ Calender Creator Plus

Other:

- ◆ Possession of a clean police record

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

RESPIRATORY CARE PRACTITIONERS

Respiratory Care Practitioners provide diagnostic and therapeutic respiratory care. They set up and operate various types of equipment to measure pulmonary function, and administer oxygen therapy, ventilator therapy, and cardiopulmonary resuscitation. They observe, monitor, and record the patient's responses to treatments and maintain patient records.

Alternate Titles: RCP

Responding Firms: 17 - Representing 479 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 2,610
- ◆ **Occupation Size 2006:** Small - 3,010
- ◆ **Growth Rate:** Much faster than average - 30.3%
- ◆ **Total Openings 2002 - 2006:** 695

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	59%	41%
Over Next 24 Months	6%	47%	47%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Hospitals	93.6

RECRUITMENT

Most successful recruitment methods used:

◆ Newspaper Ads	71%
◆ Employee Referrals	59%
◆ Walk-In Applicants	47%
◆ Internet	41%
◆ In-House Promotion or Transfer	35%
◆ School, Program Referrals	18%
◆ Trade Journals	6%

WORK PATTERNS

Hours:

58% reported full-time employees, averaging 40 hours weekly
 18% reported part-time employees, averaging 21 hours weekly
 24% reported temporary employees, averaging 14 hours weekly

Shifts:

100% of responding firms offer day shifts
 65% of responding firms offer swing shifts
 59% of responding firms offer graveyard shifts
 12% of responding firms offer other shift types (as needed)

- ◆ **Gender Ratio:** 50% Female 50% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	●	○

- ◆ **Turnover Rate:** 8% over the past 12 months

CAREER LADDERS

- ◆ **41% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Respiratory Clerk, Respiratory Aide, Respiratory Care Technician
- ◆ **76% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Respiratory Therapist II, Supervisor, RCP Coordinator, Respiratory Therapist Manager, Director of Respiratory Care, Vice President, Educator
- ◆ **Important qualifications for advancement:** Education, certification, leadership ability, experience, clinical knowledge, strong organizational skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$13.20 - \$20.00	\$16.50
New Hires, With Experience	\$15.00 - \$23.33	\$18.14
3+ Yrs Experience With Firm	\$16.50 - \$26.00	\$21.82

*Few firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	25%	19%	75%	69%	-	-
Dental	25%	19%	69%	69%	6%	-
Vision	38%	31%	44%	44%	13%	13%
Life	56%	38%	44%	44%	-	6%
Sick Leave	75%	63%	19%	19%	-	-
Vacation	75%	63%	25%	25%	-	-
Retirement	25%	19%	50%	50%	19%	19%
Child Care	6%	6%	6%	6%	13%	13%
Other	-	-	6%	6%	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	59%	-	41%	Length: 1 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	-	100%	-	Length: N/A Titles: N/A
Is training accepted in lieu of experience?	35%	65%	-	Length: 2 - 18 months
Is technical or vocational training required?	82%	18%	-	Length: 2 - 24 months Type: Respiratory Care Program and Certification

IMPORTANT QUALIFICATIONS

Knowledge:

- ♦ Cardiology

Skills/Abilities:

General

- ♦ Oral communication
- ♦ Working under pressure
- ♦ Following oral and written instructions

Physical

- ♦ Manual dexterity

Technical

- ♦ Drawing blood
- ♦ Handling crisis situations
- ♦ Recording condition of patients
- ♦ Performing endotracheal intubation
- ♦ Assisting a physician during bronchoscopy
- ♦ Administering a pulmonary function test (PFT)
- ♦ Administering an electrocardiograph (EKG) test
- ♦ Administering an electroencephalograph (EEG) test

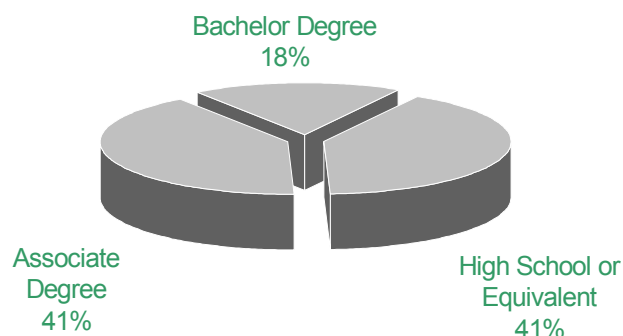
Computer

- ♦ Microsoft Office

Other:

- ♦ CPR Certification
- ♦ Certified as a Registered Respiratory Therapist (RRT)

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

SALES AGENTS - ADVERTISING

Advertising Sales Agents sell or solicit advertising, selling things such as graphic art, advertising space in publications, custom-made signs, or TV and radio advertising time. They may obtain leases for outdoor advertising sites or persuade retailers to use sales promotion display items.

Alternate Titles: Account Manager, Account Executive

Responding Firms: 18 - Representing 636 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 3,314
- ◆ **Occupation Size 2006:** Small - 1,440
- ◆ **Growth Rate:** Much faster than average - 30.5%
- ◆ **Total Openings 2002 - 2006:** 1,780

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	66%	28%
Over Next 24 Months	0%	56%	44%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Advertising	53.7
Radio & Television Broadcasting	15.8
Newspaper Ads	8.7

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	67%
◆ Newspaper Ads	61%
◆ Internet	33%
◆ Other (word of mouth)	28%
◆ In-House Promotion or Transfer	22%
◆ Walk-In Applicants	22%
◆ Colleges/Universities	22%

WORK PATTERNS

Hours:

100% reported full-time employees, averaging 36 hours weekly

Shifts:

- 94% of responding firms offer day shifts
- 6% of responding firms offer swing shifts
- 6% of responding firms offer graveyard shifts
- 6% of responding firms offer other shift types (on-call)

◆ **Gender Ratio:** 50% Female 50% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	●	○

◆ **Turnover Rate:** 19% over the past 12 months

CAREER LADDERS

- ◆ **33% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Administrative Assistant, Sales Assistant
- ◆ **50% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Sales Manager, Sales Director, Coordinator, Marketing Representative, Advertising Director, Executive Director, Vice President, President
- ◆ **Important qualifications for advancement:** Education, experience, sales ability, leadership ability, interpersonal skills, work ethic, strong organizational skills, communication skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$11.03 - \$16.78	\$12.66
New Hires, With Experience	\$ 8.50 - \$23.97	\$15.34
3+ Yrs Experience With Firm	\$11.50 - \$40.27	\$19.59

**No firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	50%	-	28%	-	-	-
Dental	39%	-	17%	-	-	-
Vision	33%	-	17%	-	-	-
Life	28%	-	17%	-	-	-
Sick Leave	50%	-	11%	-	-	-
Vacation	67%	-	11%	-	-	-
Retirement	28%	-	17%	-	-	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	72%	17%	11%	Length: 3 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	53%	47%	-	Length: 3 - 48 months Titles: Telemarketer, Customer Service or Sales Representative
Is training accepted in lieu of experience?	47%	53%	-	Length: 3 - 24 months
Is technical or vocational training required?	11%	89%	-	Length: 6 - 12 months Type: Sales

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ N/A

Skills/Abilities:

General

- ◆ Active listening
- ◆ Record keeping
- ◆ Customer service
- ◆ Verbal presentation

Physical

- ◆ N/A

Technical

- ◆ Report writing
- ◆ Business math
- ◆ Preparing and arranging sales contracts
- ◆ Applying sales and marketing techniques
- ◆ Analyzing and using market research data

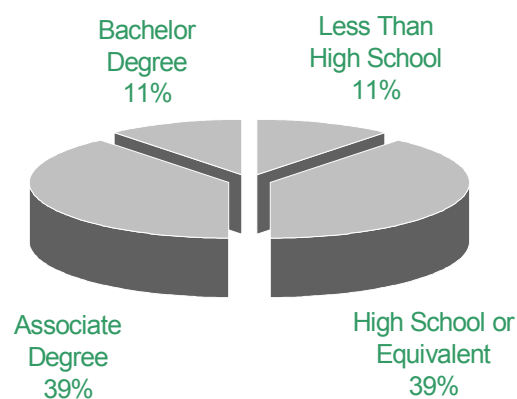
Computer

- ◆ Microsoft Office
- ◆ Adobe PageMaker
- ◆ Illustrator
- ◆ Internet
- ◆ Quark

Other:

- ◆ Willingness to travel

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

SALES AGENTS - SECURITIES, COMMODITIES AND FINANCIAL SERVICES

Securities, Commodities, and Financial Services Sales Agents buy and sell securities upon customers' requests, or call upon businesses and individuals to sell financial services for banks and savings and loan associations. They advise securities customers about such things as stocks, bonds, and market conditions, and provide financial services, such as loan, tax, and securities counseling.

Alternate Titles: Account Executive, Financial Services Representative, Investment Advisor, Broker, Trader

Responding Firms: 17 - Representing 611 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Medium - 9,606
- ◆ **Occupation Size 2006:** Medium - 11,280
- ◆ **Growth Rate:** Much faster than average - 35.1%
- ◆ **Total Openings 2002 - 2006:** 2,455

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	12%	41%	47%
Over Next 24 Months	0%	59%	41%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Security Brokers & Dealers	74.5
Security & Commodity Services	10.3

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	82%
◆ Other (recruitment from other firms)	41%
◆ Newspaper Ads	29%
◆ Internet	29%
◆ In-House Promotion or Transfer	18%
◆ Walk-In Applicants	12%
◆ Trade Journals	12%

WORK PATTERNS

Hours:

95% reported full-time employees, averaging 41 hours weekly
5% reported part-time employees, averaging 29 hours weekly

Shifts:

100% of responding firms offer day shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	○	●

- ◆ **Gender Ratio:** 33% Female 67% Male

- ◆ **Turnover Rate:** 9% over the past 12 months

CAREER LADDERS

- ◆ **59% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Sales Assistant, Securities Specialist, Client Services Assistant, Operations Specialist, Receptionist, Secretary
- ◆ **53% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Portfolio Supervisor, Sales Manager, Branch Manager, Directing Manager, Regional Manager
- ◆ **Important qualifications for advancement:** Education, sales volume, financial knowledge, strong organizational skills, experience, analytical skills, work ethic, communication skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$11.51 - \$14.38	\$12.00
New Hires, With Experience	\$ 9.21 - \$51.14	\$20.55
3+ Yrs Experience With Firm	\$13.90 - \$109.59	\$47.95

**No firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	47%	-	47%	-	-	-
Dental	35%	-	35%	-	-	-
Vision	29%	-	24%	-	-	-
Life	41%	-	18%	-	-	-
Sick Leave	88%	-	-	-	-	-
Vacation	88%	6%	-	-	-	-
Retirement	29%	-	35%	-	18%	6%
Child Care	6%	-	-	-	12%	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	76%	-	24%	Length: 6 - 120 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	24%	76%	-	Length: 4 - 24 months Titles: Customer Service Representative, Secretary, Bank or Sales Representative
Is training accepted in lieu of experience?	24%	76%	-	Length: 3 - 36 months
Is technical or vocational training required?	29%	65%	6%	Length: 1 - 24 months Type: Securities Training and Licensing

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Understanding of commodities trading
- ◆ Microcomputer hardware and operating systems

Skills/Abilities:

General

- ◆ Public contact
- ◆ Effective writing
- ◆ Record keeping
- ◆ Verbal presentation
- ◆ Oral communication

Physical

- ◆ N/A

Technical

- ◆ Business math
- ◆ Insurance sales
- ◆ Telephone sales
- ◆ Applying sales techniques
- ◆ Preparing and arranging sales contracts
- ◆ Demonstrating knowledge of specific products

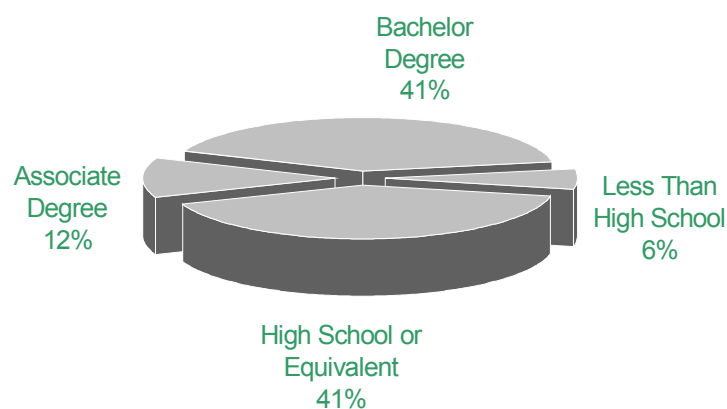
Computer

- ◆ Word
- ◆ Excel

Other:

- ◆ Desire for continuous learning

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

SALES AGENTS - SELECTED BUSINESS SERVICES

Selected Business Services Sales Agents sell selected services such as building maintenance, credit reporting, bookkeeping, security, printing, and storage space. Sales agents who primarily sell advertising, insurance, financial, and real estate services are not included.

Alternate Titles: Service Representative, Account Executive

Responding Firms: 18 - Representing 183 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Medium - 11,977
- ◆ **Occupation Size 2006:** Large - 13,960
- ◆ **Growth Rate:** Much faster than average - 33.1%
- ◆ **Total Openings 2002 - 2006:** 3,730

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	11%	61%	28%
Over Next 24 Months	0%	22%	78%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Personnel Supply Services	15.8
Telephone Communications	15.7
Management & Public Relations	8.8
Mailing, Reproduction, Stenographic	6.5
Miscellaneous Business Services	6.5

RECRUITMENT

Most successful recruitment methods used:

◆ Internet	67%
◆ Other (word of mouth)	39%
◆ Employee Referrals	39%
◆ Newspaper Ads	39%
◆ In-House Promotion or Transfer	17%
◆ Employment Development Department	11%
◆ Walk-In Applicants	11%

WORK PATTERNS

Hours:

100% reported full-time employees, averaging 40 hours weekly

Shifts:

100% of responding firms offer day shifts
6% of responding firms offer other shift types (as needed)

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	○	●

- ◆ **Gender Ratio:** 58% Female 42% Male

- ◆ **Turnover Rate:** 16% over the past 12 months

CAREER LADDERS

- ◆ **44% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Trainer, Bookkeeper, Sales Assistant, Receptionist
- ◆ **61% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Sales Supervisor, Assistant Manager, Sales Manager, Collection Agent, Director of Sales
- ◆ **Important qualifications for advancement:** Sales volume, leadership ability, education, analytical skills, strong organizational skills, experience, managerial skills, communication skills

WAGES

Experience	Range	Median
New Hires, No Experience	-	-
New Hires, With Experience	\$ 6.75 - \$25.17	\$17.26
3+ Yrs Experience With Firm	\$ 8.75 - \$31.16	\$18.58

*No firms surveyed were unionized
 **New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time	FT	PT	FT	PT	FT	PT
Medical	78%	-	17%	-	-	-
Dental	61%	-	17%	-	-	-
Vision	44%	-	11%	-	-	-
Life	44%	-	6%	-	-	-
Sick Leave	83%	-	6%	-	-	-
Vacation	94%	-	6%	-	-	-
Retirement	61%	-	6%	-	-	-
Child Care	6%	-	-	-	-	-
Other	17%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	83%	6%	11%	Length: 6 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	65%	35%	-	Length: 6 - 48 months Titles: Marketing Agent, Accounting Clerk, Customer Service Representative, Mortgage Broker or Advertising Agent
Is training accepted in lieu of experience?	24%	76%	-	Length: 6 - 24 months
Is technical or vocational training required?	33%	56%	11%	Length: 1 - 24 months Type: Sales, Accounting

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Understanding of inventory techniques

Skills/Abilities:

General

- ◆ Public contact
- ◆ Effective writing
- ◆ Record keeping
- ◆ Verbal presentation
- ◆ Working under pressure

Physical

- ◆ N/A

Technical

- ◆ Report writing
- ◆ Business math
- ◆ Applying sales techniques
- ◆ Preparing and arranging sales contracts
- ◆ Demonstrating knowledge of specific products

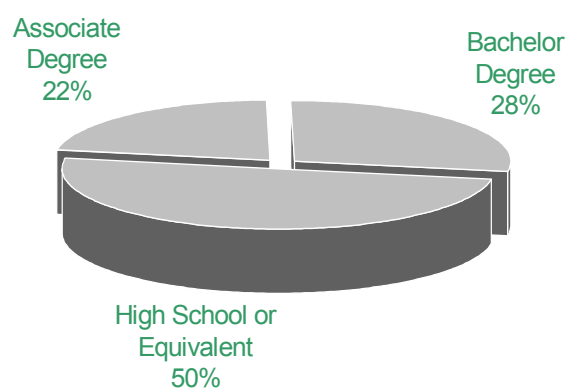
Computer

- ◆ Microsoft Office
- ◆ MS Publisher
- ◆ PowerPoint

Other:

- ◆ Willingness to travel
- ◆ Possession of a good DMV driving record

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

SPECIAL EDUCATION TEACHERS

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded are included.

Alternate Titles: Special Ed Teacher, Learning Disability Instructor, Teacher of Adults with Disabilities

Responding Firms: 23 - Representing 5,192 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Large - 14,143
- ◆ **Occupation Size 2006:** Large - 16,600
- ◆ **Growth Rate:** Much faster than average - 35.0%
- ◆ **Total Openings 2002 - 2006:** 3,655

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	70%	30%
Over Next 24 Months	0%	65%	35%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Elementary & Secondary Schools	97.9

RECRUITMENT

Most successful recruitment methods used:

◆ Colleges/Universities	57%
◆ Newspaper Ads	48%
◆ Internet	48%
◆ In-House Promotion or Transfer	30%
◆ Walk-In Applicants	30%
◆ School, Program Referrals	26%
◆ Employee Referrals	22%

WORK PATTERNS

Hours:

65% reported full-time employees, averaging 38 hours weekly
35% reported temporary employees, averaging 30 hours weekly

Shifts:

100% of responding firms offer day shifts
4% of responding firms offer other shift types (evening)

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	○	●

- ◆ **Gender Ratio:** 71% Female 29% Male

- ◆ **Turnover Rate:** 8% over the past 12 months

CAREER LADDERS

- ◆ **65% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Teacher Assistant, Special Ed Trainee, Special Needs Aide, Instructional Assistant, Substitute Teacher
- ◆ **70% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Instructional Specialist, Master Teacher, Counselor, Special Ed Coordinator, Administrator, Dean of Students, Assistant Principal, Principal
- ◆ **Important qualifications for advancement:** Education, teaching credentials, administrative credentials, experience, strong organizational skills

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$12.66 - \$21.92	\$15.00
New Hires, With Experience	\$14.38 - \$22.47	\$18.00
3+ Yrs Experience With Firm	\$16.52 - \$26.37	\$20.82
Union Wages		
New Hires, No Experience	\$13.38 - \$39.82	\$23.34
New Hires, With Experience	\$16.68 - \$39.82	\$26.99
3+ Yrs Experience With Firm	\$20.65 - \$44.25	\$29.31

*Many firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	74%	4%	17%	9%	-	-
Dental	78%	4%	4%	9%	-	-
Vision	61%	4%	4%	4%	4%	-
Life	57%	4%	-	-	4%	-
Sick Leave	83%	9%	4%	-	-	-
Vacation	39%	4%	-	-	-	-
Retirement	26%	4%	30%	4%	9%	-
Child Care	4%	-	-	-	-	-
Other	9%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	26%	17%	57%	Length: 3 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	42%	58%	-	Length: 6 - 36 months Titles: Regular Teacher, Classroom Aide, Child Care Worker, Counselor or Special Needs Aide
Is training accepted in lieu of experience?	42%	58%	-	Length: 3 - 48 months
Is technical or vocational training required?	22%	74%	4%	Length: 12 - 48 months Type: Teaching and Credentials

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Special education teaching and assessment techniques

Skills/Abilities:

General

- ◆ Multi-tasking
- ◆ Active listening
- ◆ Effective writing
- ◆ Oral communication

Physical

- ◆ N/A

Technical

- ◆ Reading lips
- ◆ Sign language
- ◆ Reading braille
- ◆ Behavior management
- ◆ Imagination and creativity
- ◆ Classroom management
- ◆ Managing crisis situations
- ◆ Using computers as a teaching tool
- ◆ Planning and organizing training programs

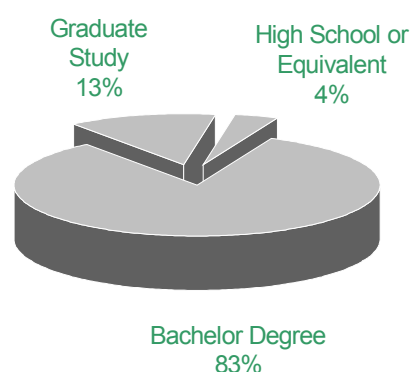
Computer

- ◆ Microsoft Office
- ◆ Adobe PageMaker/Photoshop/Acrobat

Other:

- ◆ Possession of a clean police record

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

STOCK CLERKS - STOCKROOM, WAREHOUSE, STORAGE YARD

Stock Clerks - Stockroom, Warehouse, and Storage Yard, receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking are not included.

Alternate Titles: Stocker, Checker, Stockperson, Floor Stocker

Responding Firms: 16 - Representing 390 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Very large - 35,584
- ◆ **Occupation Size 2006:** Very large - 37,950
- ◆ **Growth Rate:** Average - 1.7%
- ◆ **Total Openings 2002 - 2006:** 5,630

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	50%	44%
Over Next 24 Months	0%	94%	6%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Personnel Supply Services	9.9
Grocery Stores	7.0
Miscellaneous Nondurable Goods	5.4
Groceries & Related Products	4.4
Miscellaneous Durable Goods	3.1

RECRUITMENT

Most successful recruitment methods used:

◆ Walk-In Applicants	88%
◆ Newspaper Ads	63%
◆ Employee Referrals	56%
◆ In-House Promotion or Transfer	31%
◆ Internet	13%
◆ Private Employment Agencies	6%
◆ Employment Development Department	6%

WORK PATTERNS

Hours:

82% reported full-time employees, averaging 40 hours weekly
18% reported part-time employees, averaging 29 hours weekly

Shifts:

100% of responding firms offer day shifts
38% of responding firms offer swing shifts
25% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 45% Female 55% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	○	●

- ◆ **Turnover Rate:** 5% over the past 12 months

CAREER LADDERS

- ◆ **25% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Box Person
- ◆ **63% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Receiver, Key Holder, Supervisor, Assistant Manager, Stock Manager, Shipping Manager, Floor Manager, Store Manager
- ◆ **Important qualifications for advancement:** Job knowledge, leadership ability, strong organizational skills, common sense, managerial skills, communication skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$ 9.00	\$ 6.75
New Hires, With Experience	\$ 6.75 - \$10.00	\$ 7.38
3+ Yrs Experience With Firm	\$ 7.00 - \$13.00	\$ 9.50

*Few firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	31%	6%	44%	6%	6%	-
Dental	25%	-	31%	6%	6%	-
Vision	19%	-	13%	6%	6%	-
Life	31%	13%	31%	6%	6%	-
Sick Leave	31%	6%	25%	6%	13%	6%
Vacation	38%	13%	38%	6%	6%	-
Retirement	25%	13%	38%	6%	6%	-
Child Care	-	-	-	-	13%	6%
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	6%	63%	31%	Length: 6 - 12 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	33%	67%	-	Length: 12 months Titles: Forklift Operator or Retail Salesperson
Is training accepted in lieu of experience?	50%	50%	-	Length: 3 - 13 months
Is technical or vocational training required?	-	94%	6%	Length: 12 months Type: Forklift and Certification

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Understanding of inventory techniques

Skills/Abilities:

General

- ◆ Basic math
- ◆ Public contact
- ◆ Legible writing
- ◆ Record keeping
- ◆ Customer service
- ◆ Oral communication
- ◆ Following written and oral instructions

Physical

- ◆ Lifting at least 50lbs. repeatedly

Technical

- ◆ Labeling
- ◆ Stocking shelves
- ◆ Operating a forklift

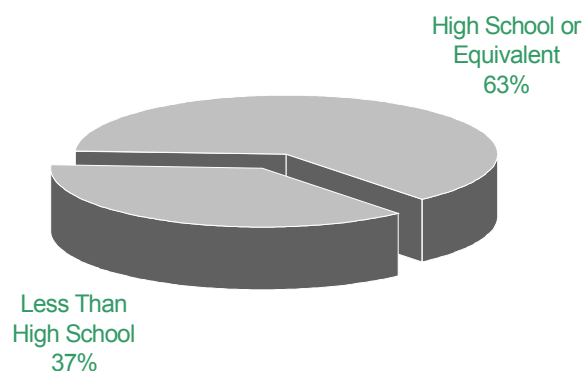
Computer

- ◆ N/A

Other:

- ◆ Possession of a valid Class B driver's license

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Persons working primarily as engineers, mathematicians, programmers, or scientists are not included.

Alternate Titles: Application Consultant, Computer Analyst, Networker

Responding Firms: 15 - Representing 48 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Large - 15,641
- ◆ **Occupation Size 2006:** Large - 19,750
- ◆ **Growth Rate:** Much faster than average - 57.2%
- ◆ **Total Openings 2002 - 2006:** 5,615

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	20%	53%	27%
Over Next 24 Months	0%	47%	53%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Computer & Data Processing Services	36.2
Colleges & Universities	4.0
Savings Institutions	3.1
Hospitals	3.1
Local Government, Exc. Hospitals & Education	3.0

RECRUITMENT

Most successful recruitment methods used:

◆ Other (word of mouth)	67%
◆ Internet	53%
◆ Employee Referrals	47%
◆ Private Employment Agencies	20%
◆ School, Program Referrals	20%
◆ In-House Promotion or Transfer	13%
◆ Newspaper Ads	13%

WORK PATTERNS

Hours:

98% reported full-time employees, averaging 40 hours weekly
2% reported part-time employees, averaging 15 hours weekly

Shifts:

100% of responding firms offer day shifts

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	○	●
Experienced	○	○	●

- ◆ **Gender Ratio:** 17% Female 83% Male

- ◆ **Turnover Rate:** 0% over the past 12 months

CAREER LADDERS

- ◆ **47% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Programmer, Software Technician, Computer Technician
- ◆ **73% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Analyst II, Senior Analyst, Senior Systems Engineer, Team Leader, Systems Supervisor, Manager, Department Head, Architect
- ◆ **Important qualifications for advancement:** Education, job knowledge, experience, leadership ability, project management skills, technical knowledge, supervisory skills

WAGES

Experience	Range	Median
New Hires, No Experience	-	-
New Hires, With Experience	\$14.38 - \$31.96	\$23.01
3+ Yrs Experience With Firm	\$19.18 - \$47.95	\$28.77

*No firms surveyed were unionized
 **New Hire, No Experience wage data is not provided when less than three employers responded to this question.

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	67%	-	13%	7%	-	-
Dental	27%	-	7%	-	7%	-
Vision	33%	-	7%	-	-	-
Life	33%	-	-	-	-	-
Sick Leave	87%	7%	-	-	-	-
Vacation	87%	7%	-	-	-	-
Retirement	40%	-	13%	-	-	-
Child Care	-	-	7%	-	7%	-
Other	7%	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	93%	-	7%	Length: 6 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	27%	73%	-	Length: 12 - 48 months Titles: Computer Programmer
Is training accepted in lieu of experience?	27%	73%	-	Length: 24 - 36 months
Is technical or vocational training required?	73%	27%	-	Length: 6 - 48 months Type: Computer Science

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ UNIX
- ◆ Local (LAN) and Wide Area Networks (WAN)
- ◆ Mainframe hardware and operating systems
- ◆ Minicomputer hardware and operating systems

Skills/Abilities:

General

- ◆ Effective writing
- ◆ Customer service
- ◆ Oral communication

Physical

- ◆ N/A

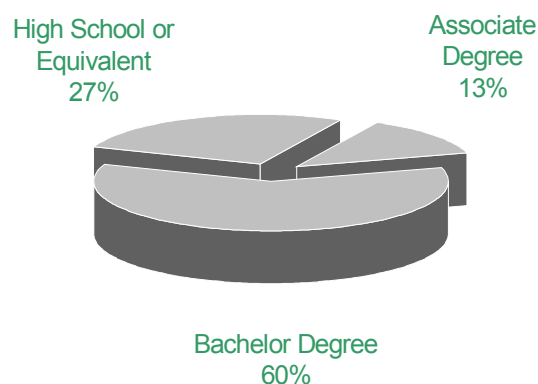
Technical

- ◆ Preparing flow charts
- ◆ Using Borland C++ programming language
- ◆ Setting-up and maintaining multi-user systems

Computer

- ◆ Microsoft Office
- ◆ MS Publisher
- ◆ AS400
- ◆ Visual Basic
- ◆ HTML
- ◆ COBOL 85
- ◆ Scientific applications software
- ◆ Engineering applications software

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

TELEMARKETERS AND TELEPHONE SOLICITORS

Telemarketers and Telephone Solicitors solicit orders for merchandise or services over telephone. Calls prospective customers to explain type of service or merchandise offered. Quotes prices and tries to persuade customer to buy, using prepared sales talk. Records names, addresses, purchases, and reactions of prospects solicited. Refers orders to other workers for filling. Keys data from order card into computer, using keyboard. May develop lists of prospects from city and telephone directories. May type report on sales activities. May contact Driver, Sales Route (retail trade; wholesale trade) to arrange delivery of merchandise.

Alternate Titles: Telephone Interviewer, Subscription Sales Rep, Telephone Solicitor, Telephone Service Representative

Responding Firms: 15 - Representing 1,075 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ♦ **Occupation Size 2002:** N/A
- ♦ **Occupation Size 2006:** N/A
- ♦ **Growth Rate:** N/A
- ♦ **Total Openings 2002 - 2006:** N/A

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	7%	86%	7%
Over Next 24 Months	7%	47%	46%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Industry information is not currently available.	

RECRUITMENT

Most successful recruitment methods used:

♦ Newspaper Ads	73%
♦ Other (word of mouth)	53%
♦ In-House Promotion or Transfer	33%
♦ Private Employment Agencies	33%
♦ Employee Referrals	20%
♦ Internet	20%
♦ Employment Development Department	7%

WORK PATTERNS

Hours:

45% reported full-time employees, averaging 38 hours weekly
 43% reported part-time employees, averaging 24 hours weekly
 12% reported temporary employees, averaging 28 hours weekly

Shifts:

93% of responding firms offer day shifts
 20% of responding firms offer swing shifts
 7% of responding firms offer graveyard shifts
 47% of responding firms offer other shift types (evenings)

- ♦ **Gender Ratio:** 44% Female 56% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ♦ **Turnover Rate:** 22% over the past 12 months

CAREER LADDERS

- ♦ **0% of responding firms promote employees to this occupation from lower level positions.**
- ♦ **Job titles leading to opportunities in this occupation may include:** N/A
- ♦ **67% of responding firms promote employees from this occupation to higher level positions.**
- ♦ **Promotional titles may include:** Data Processor, Quality Assurance Personnel, Supervisor, Assistant Manager, Manager
- ♦ **Important qualifications for advancement:** Experience, leadership ability, typing skills, productivity, education, sales volume

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$ 7.25	\$ 6.75
New Hires, With Experience	\$ 6.75 - \$10.00	\$ 7.00
3+ Yrs Experience With Firm	\$ 6.75 - \$12.00	\$ 8.00

*No firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	21%	7%	14%	-	-	-
Dental	21%	-	7%	-	-	-
Vision	7%	-	7%	-	-	-
Life	-	-	7%	-	-	-
Sick Leave	29%	7%	-	-	-	-
Vacation	29%	7%	-	-	-	-
Retirement	7%	7%	-	-	7%	-
Child Care	-	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	40%	20%	40%	Length: 1 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	83%	17%	-	Length: 3 - 12 months Titles: Phone Operator, Customer Service or Sales Representative
Is training accepted in lieu of experience?	58%	42%	-	Length: 1 - 24 months
Is technical or vocational training required?	-	100%	-	Length: N/A Type: N/A

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Principles and methods involved in showing, promoting, and selling products or services

Skills/Abilities:

General

- ◆ Basic math
- ◆ Active listening
- ◆ Customer service
- ◆ Verbal presentation
- ◆ Accurately conveying information

Physical

- ◆ N/A

Technical

- ◆ Persuading others
- ◆ Applying sales techniques
- ◆ Demonstrating knowledge of specific products or services

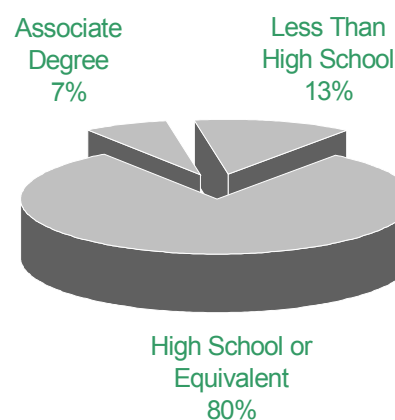
Computer

- ◆ Microsoft Office
- ◆ Word Perfect
- ◆ CFMC

Other:

- ◆ Possession of social perceptiveness

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

TRAFFIC, SHIPPING, AND RECEIVING CLERKS

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Stock Clerks and workers whose primary duties involve weighing and checking are not included.

Alternate Titles: General Laborer, Dock Worker, Warehouse Worker

Responding Firms: 18 - Representing 202 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Very large - 48,534
- ◆ **Occupation Size 2006:** Very large - 49,180
- ◆ **Growth Rate:** Slower than average - 0.3%
- ◆ **Total Openings 2002 - 2006:** 4,830

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	6%	83%	11%
Over Next 24 Months	0%	94%	6%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Federal Government	16.6
Personnel Supply Services	6.0
Apparel, Piece Goods, & Notions	4.6
Motion Picture Production & Services	4.1
Women's & Misses' Outwear	4.0

RECRUITMENT

Most successful recruitment methods used:

◆ Newspaper Ads	72%
◆ Employee Referrals	67%
◆ Walk-In Applicants	61%
◆ In-House Promotion or Transfer	22%
◆ Employment Development Department	22%
◆ Union Hall Referrals	22%
◆ Private Employment Agencies	6%

WORK PATTERNS

Hours:

58% reported full-time employees, averaging 40 hours weekly
 32% reported part-time employees, averaging 29 hours weekly
 10% reported temporary employees, averaging 36 hours weekly

Shifts:

83% of responding firms offer day shifts
 28% of responding firms offer swing shifts
 17% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 38% Female 62% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	●	○	○

- ◆ **Turnover Rate:** 3% over the past 12 months

CAREER LADDERS

- ◆ **22% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Packer, Forklift Operator, Production Expeditor
- ◆ **33% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Warehouse Specialist, Sales Representative, Supervisor, Shipping Manager, Store Manager
- ◆ **Important qualifications for advancement:** Job knowledge, managerial skills, communication skills, interpersonal skills

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$ 6.75 - \$ 8.00	\$ 6.75
New Hires, With Experience	\$ 6.75 - \$12.00	\$ 8.50
3+ Yrs Experience With Firm	\$ 7.30 - \$13.00	\$ 9.00
Union Wages		
New Hires, No Experience	\$ 7.00 - \$17.49	\$ 9.00
New Hires, With Experience	\$ 7.00 - \$17.49	\$11.76
3+ Yrs Experience With Firm	\$ 9.00 - \$14.70	\$14.37

*Some firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	35%	-	41%	6%	-	-
Dental	29%	-	41%	6%	-	-
Vision	24%	-	41%	6%	-	-
Life	35%	-	41%	6%	6%	-
Sick Leave	47%	-	35%	6%	-	-
Vacation	53%	-	35%	6%	-	-
Retirement	41%	-	29%	6%	-	-
Child Care	6%	-	-	-	-	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	55%	39%	6%	Length: 6 - 36 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	36%	64%	-	Length: 6 - 48 months Titles: Driver, Forklift Operator, Loader or Warehouse Worker
Is training accepted in lieu of experience?	27%	73%	-	Length: 3 - 12 months
Is technical or vocational training required?	-	100%	-	Length: N/A Type: N/A

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Understanding of inventory techniques

Skills/Abilities:

General

- ◆ Basic math
- ◆ Effective writing
- ◆ Record keeping
- ◆ Oral communication
- ◆ Working under pressure
- ◆ Reading and following directions
- ◆ Planning and organizing the work of others

Physical

- ◆ Lifting at least 60lbs. repeatedly
- ◆ Standing continuously for 2 or more hours

Technical

- ◆ Typing at least 30 wpm

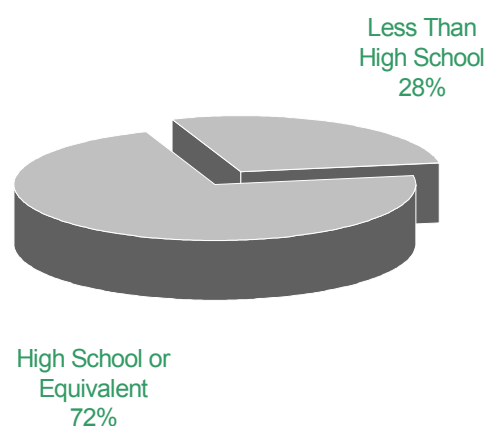
Computer

- ◆ Microsoft Office
- ◆ Produce Pro
- ◆ Fox Pro
- ◆ Custom inventory software

Other:

- ◆ Possession of a valid driver's license

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

VEHICLE SALESPERSONS - RETAIL

Retail Vehicle Salespersons sell new and used automobiles, trailers, mobile homes, motor homes, boats, motorcycles and other vehicles to the public. They explain the features and demonstrate the operation of the vehicle in the showroom or on the road, and suggest optional equipment. They may compute the sales price, including tax, trade-in allowance, license fee, and discount, and requirements for financing payment of the vehicle on credit. Workers who primarily sell vehicle parts and accessories are not included.

Alternate Titles: Vehicle Sales Consultant, Vehicle Sales Personnel

Responding Firms: 19 - Representing 304 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ♦ **Occupation Size 2002:** N/A
- ♦ **Occupation Size 2006:** N/A
- ♦ **Growth Rate:** N/A
- ♦ **Total Openings 2002 - 2006:** N/A

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	68%	32%
Over Next 24 Months	0%	32%	68%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Industry information is not currently available.	

RECRUITMENT

Most successful recruitment methods used:

♦ Newspaper Ads	84%
♦ Walk-In Applicants	68%
♦ Employee Referrals	32%
♦ In-House Promotion or Transfer	26%
♦ School, Program Referrals	16%
♦ Internet	11%

WORK PATTERNS

Hours:

100% reported full-time employees, averaging 43 hours weekly

Shifts:

95% of responding firms offer day shifts
 89% of responding firms offer swing shifts
 11% of responding firms offer other shift types (as needed)

♦ **Gender Ratio:** 8% Female 92% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	○	●

♦ **Turnover Rate:** 53% over the past 12 months

CAREER LADDERS

- ♦ **48% of responding firms promote employees to this occupation from lower level positions.**
- ♦ **Job titles leading to opportunities in this occupation may include:** Porter, Service Technician, Cashier, Mechanic, Stock Clerk
- ♦ **100% of responding firms promote employees from this occupation to higher level positions.**
- ♦ **Promotional titles may include:** Closer, Sales Manager, Fleet Manager, Desk Manager, Finance Manager, Finance Director, General Manager
- ♦ **Important qualifications for advancement:** Sales volume, business knowledge, experience, leadership ability, customer service skills, work ethic, managerial skills, communication skills

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.90 - \$10.96	\$ 8.63
New Hires, With Experience	\$ 8.63 - \$24.22	\$16.44
3+ Yrs Experience With Firm	\$10.13 - \$52.60	\$34.52

**No firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	79%	-	21%	-	-	-
Dental	63%	-	11%	-	21%	-
Vision	32%	-	-	-	5%	-
Life	58%	-	16%	-	-	-
Sick Leave	79%	-	5%	-	-	-
Vacation	95%	-	5%	-	-	-
Retirement	53%	-	16%	-	5%	-
Child Care	-	-	-	-	-	-
Other	-	-	5%	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	11%	63%	26%	Length: 2 - 12 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	43%	57%	-	Length: 2 - 6 months Titles: Real Estate Agent or Retail Sales Clerk
Is training accepted in lieu of experience?	100%	-	-	Length: 1 - 12 months
Is technical or vocational training required?	5%	90%	5%	Length: 1 month Type: Auto Sales Training

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Understanding of inventory techniques

Skills/Abilities:

General

- ◆ Basic math
- ◆ Public contact
- ◆ Active listening
- ◆ Effective writing
- ◆ Good grooming
- ◆ Customer service
- ◆ Verbal presentation

Physical

- ◆ Standing continuously for 2 or more hours

Technical

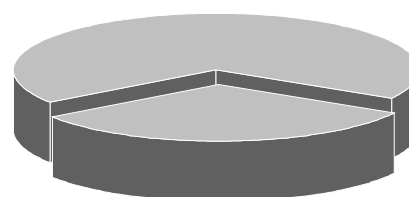
- ◆ Persuading others
- ◆ Operating a cash register
- ◆ Applying sales techniques
- ◆ Demonstrating knowledge of specific products and services

Computer

- ◆ Microsoft Office

EDUCATION

High School or Equivalent
68%



Less Than High School
32%

AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

VETERINARY ASSISTANTS

Veterinary Assistants examine animals for a veterinarian. They prepare animals for surgery, perform post-operational medical treatment as needed, and give medications to animals. They usually work directly under the supervision of a veterinarian. They receive extensive training on the job and may also have some post secondary education such as trade school or junior college.

Alternate Titles: Veterinary Technician, Animal Health Technician

Responding Firms: 18 - Representing 72 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Medium - 1,153
- ◆ **Occupation Size 2006:** Medium - 1,210
- ◆ **Growth Rate:** Slower than average - 1.3%
- ◆ **Total Openings 2002 - 2006:** 155

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	0%	94%	6%
Over Next 24 Months	0%	78%	22%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Veterinary Services	96.9

RECRUITMENT

Most successful recruitment methods used:

◆ Employee Referrals	78%
◆ Newspaper Ads	56%
◆ Walk-In Applicants	56%
◆ In-House Promotion or Transfer	22%
◆ School, Program Referrals	17%
◆ Employment Development Department	11%
◆ Private Employment Agencies	6%

WORK PATTERNS

Hours:

71% reported full-time employees, averaging 39 hours weekly
29% reported part-time employees, averaging 24 hours weekly

Shifts:

100% of responding firms offer day shifts
11% of responding firms offer swing shifts
6% of responding firms offer graveyard shifts

- ◆ **Gender Ratio:** 49% Female 51% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	○	●	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 24% over the past 12 months

CAREER LADDERS

- ◆ **39% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Kennel Helper, Assistant
- ◆ **22% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Registered Veterinary Technician, X-Ray Technician, Manager
- ◆ **Important qualifications for advancement:** Job knowledge, education, licensing

WAGES

Experience	Range	Median
New Hires, No Experience	\$ 6.75 - \$ 8.25	\$ 7.63
New Hires, With Experience	\$ 7.00 - \$12.00	\$ 9.00
3+ Yrs Experience With Firm	\$ 8.00 - \$15.00	\$11.00

**No firms surveyed were unionized*

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Medical	56%	-	17%	-	6%	6%
Dental	28%	-	-	-	11%	-
Vision	11%	-	-	-	6%	-
Life	28%	-	-	-	11%	-
Sick Leave	39%	11%	-	-	6%	-
Vacation	61%	11%	-	-	6%	-
Retirement	28%	-	17%	6%	6%	-
Child Care	6%	-	-	-	6%	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	33%	39%	28%	Length: 3 - 24 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	45%	55%	-	Length: 3 - 12 months Titles: Front Office Assistant or Dog Groomer
Is training accepted in lieu of experience?	55%	45%	-	Length: 3 - 24 months
Is technical or vocational training required?	17%	66%	17%	Length: 4 - 12 months Type: Animal Care, ROP

IMPORTANT QUALIFICATIONS

Knowledge:

- ◆ Feeding and handling requirements for animals

Skills/Abilities:

General

- ◆ Basic math
- ◆ Active listening
- ◆ Effective writing
- ◆ Customer service
- ◆ Accurately recording and reporting information

Physical

- ◆ Lifting at least 50lbs. repeatedly

Technical

- ◆ Taking vital signs
- ◆ Administering medications
- ◆ Teeth cleaning and polishing
- ◆ Applying sterilization techniques
- ◆ Following laboratory procedures
- ◆ Administering emergency first aid
- ◆ Assessing emergency situations and quickly setting priorities

Computer

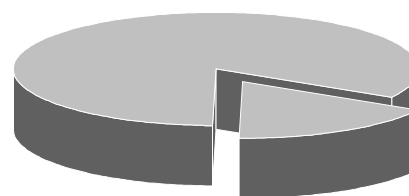
- ◆ Word

Other:

- ◆ Certified in animal health care

EDUCATION

High School or
Equivalent
83%



Less Than
High School
17%

AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

VOCATIONAL AND EDUCATIONAL COUNSELORS

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

Alternate Titles: Career Counselor, Student Services Professional, Guidance Counselor, Student Affairs Officer

Responding Firms: 25 - Representing 152 employees

EMPLOYMENT TRENDS

Employment Development Department forecast:

- ◆ **Occupation Size 2002:** Small - 5,374
- ◆ **Occupation Size 2006:** Small - 6,020
- ◆ **Growth Rate:** Much faster than average - 23.1%
- ◆ **Total Openings 2002 - 2006:** 1,420

Responding firms' forecast:

Employment Levels	Decline	Remain Stable	Grow
Past 12 Months	4%	88%	8%
Over Next 24 Months	0%	96%	4%

WHERE THE JOBS ARE

Major Employing Industries	Percent of Occupation in Industry 2006
Elementary & Secondary Schools	62.9
Colleges & Universities	13.7

RECRUITMENT

Most successful recruitment methods used:

◆ In-House Promotion or Transfer	48%
◆ Newspaper Ads	48%
◆ Employee Referrals	40%
◆ Colleges/Universities	40%
◆ Internet	36%
◆ School, Program Referrals	32%
◆ Walk-In Applicants	12%

WORK PATTERNS

Hours:

80% reported full-time employees, averaging 39 hours weekly
20% reported part-time employees, averaging 17 hours weekly

Shifts:

100% of responding firms offer day shifts
12% of responding firms offer swing shifts
4% of responding firms offer other shift types (evening)

- ◆ **Gender Ratio:** 70% Female 30% Male

SUPPLY & DEMAND

Employers' Difficulty in Finding Qualified Applicants	Not Difficult	Moderately Difficult	Very Difficult
Inexperienced	●	○	○
Experienced	○	●	○

- ◆ **Turnover Rate:** 7% over the past 12 months

CAREER LADDERS

- ◆ **56% of responding firms promote employees to this occupation from lower level positions.**
- ◆ **Job titles leading to opportunities in this occupation may include:** Teacher, Assistant Counselor
- ◆ **44% of responding firms promote employees from this occupation to higher level positions.**
- ◆ **Promotional titles may include:** Career Services Manager, Administrator, Director of Counseling, Department Head, Assistant Principal, Principal
- ◆ **Important qualifications for advancement:** Education, experience, strong organizational skills, leadership ability, communication, interpersonal skills, supervisory skills

WAGES

Experience	Range	Median
Non-Union Wages		
New Hires, No Experience	\$10.30 - \$35.16	\$22.73
New Hires, With Experience	\$11.00 - \$27.40	\$20.14
3+ Yrs Experience With Firm	\$13.37 - \$35.96	\$24.07
Union Wages		
New Hires, No Experience	\$25.89 - \$33.75	\$27.56
New Hires, With Experience	\$19.89 - \$33.86	\$30.84
3+ Yrs Experience With Firm	\$22.69 - \$41.16	\$34.14

*Some firms surveyed were unionized

BENEFITS

Benefits	Employer Pays All		Share Cost		Employee Pays All	
	FT	PT	FT	PT	FT	PT
Full/Part Time						
Medical	52%	4%	36%	8%	-	4%
Dental	60%	8%	24%	8%	-	4%
Vision	64%	4%	8%	4%	8%	4%
Life	52%	4%	8%	4%	4%	4%
Sick Leave	76%	24%	8%	-	-	4%
Vacation	60%	16%	4%	-	-	-
Retirement	32%	8%	36%	8%	8%	-
Child Care	-	-	8%	-	4%	-
Other	-	-	-	-	-	-

EMPLOYER REQUIREMENTS

Experience & Training Requirements	Yes	No	Not Required, but Preferred	Length and Type
Is prior work experience required in THIS occupation?	80%	4%	16%	Length: 12 - 60 months
Is RELATED experience accepted in lieu of experience in THIS occupation?	25%	75%	-	Length: 12 - 36 months Titles: Teacher or Social Worker
Is training accepted in lieu of experience?	29%	71%	-	Length: 12 - 60 months
Is technical or vocational training required?	24%	76%	-	Length: 6 - 48 months Type: Social Education, Teacher Training and Credentials

IMPORTANT QUALIFICATIONS

Knowledge:

- ♦ Veterans services

Skills/Abilities:

General

- ♦ Interpersonal
- ♦ Active listening
- ♦ Effective writing
- ♦ Record keeping
- ♦ Oral communication
- ♦ Planning and organizing the work of others

Physical

- ♦ N/A

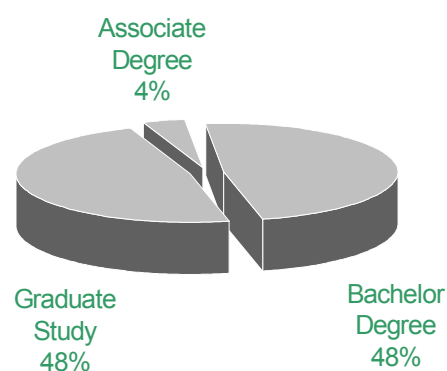
Technical

- ♦ Family counseling
- ♦ Rehabilitation counseling
- ♦ Treating substance abuse
- ♦ Conducting training programs
- ♦ Interviewing others for information
- ♦ Analyzing labor market information
- ♦ Applying vocational skills assessment tools and techniques

Computer

- ♦ Microsoft Office
- ♦ Internet

EDUCATION



AVAILABLE TRAINING & EDUCATION

For information on training providers offering programs specific to this occupation, please refer to Appendix A.

For training provider contact information, please refer to Appendix B.

TRAINING PROVIDER DIRECTORY

TRAINING PROVIDERS LISTED BY OCCUPATION

The California Training and Education Providers (CTEP) is a joint project of the California Cooperative Occupational Information System (CCOIS), the Employment Development Department Labor Market Information Division and the California Career Resource Network (CalCRN). The information in this section has been compiled to provide state and local employment and training personnel, local employers, career counselors and job seekers information about training programs located in Los Angeles County.

NOTE: In the following section, the occupations studied in the 2002-2003 report are listed in alphabetical order. Training providers offering programs related to each occupation are listed alphabetically below the occupational title. For additional training provider information, please refer to the Training Providers – Listed by School section.

DISCLAIMER: The Employment Development Department (EDD) does not endorse the schools and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

TRAINING PROVIDERS

ADJUSTMENT CLERKS

A B C ADULT SCHOOL
ABRAM FRIEDMAN OCCUPATIONAL CENTER
ADELANTE CAREER INSTITUTE
ADVANCED COMPUTING INSTITUTE
ALHAMBRA ADULT EDUCATION
AMERICAN COMMUNICATIONS INSTITUTE
AMERICAN COMPUTER TRAINING
ANTELOPE VALLEY COLLEGE
ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
AUPCS COMPUTER TRAINING CENTER
AZUSA UNIFIED, THE ADULT ALTERNATIVE EDUCATION CENTER
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
BASSETT ADULT SCHOOL
BELLFLOWER USD ROP
BELMONT COMMUNITY ADULT SCHOOL
CAREERQUEST COMPUTER EDUCATION
CBE TECHNOLOGIES
CHICANA SERVICE ACTION CENTER INC
COMMUNITIES IN SCHOOLS OF SOUTH BAY, INC.
COMPTON COMMUNITY COLLEGE
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM
COMPUTER CAREER CONNECTION
COMPUTER EDUCATION INSTITUTE
CRENSHAW - DORSEY COMMUNITY ADULT SCHOOL
CULVER CITY ADULT SCHOOL
DIGITAL DESIGN, LA
DOWNEY ADULT SCHOOL
DYNAMIC EDUCATIONAL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES OCCUPATIONAL CENTER
EAST LOS ANGELES SKILLS CENTER
EL RANCHO ADULT SCHOOL
FAIRFAX COMMUNITY ADULT SCHOOL
FLS INTERNATIONAL (CITRUS COLLEGE)
FOREIGN TRADE INSTITUTE
FREMONT COMMUNITY ADULT SCHOOL
GLENDALE CAREER COLLEGE
GLENDALE COLLEGE ADULT SCHOOL
GOODWILL INDUSTRIES OF LONG BEACH AND SOUTH BAY
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
GRIFFITH ADULT CENTER
HARBOR OCCUPATIONAL CENTER
HEALTH AND CAREER INSTITUTE
HOLLYWOOD COMMUNITY ADULT SCHOOL
HOLLYWOOD FILM SCHOOL
INSTITUTE OF NETWORK TECHNOLOGY
INTELLITRAIN INC
INTERNATIONAL CAREER DEVELOPMENT CENTER
JORDAN-LOCKE COMMUNITY ADULT SCHOOL
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LARSON TRAINING CENTERS INC.
LEVY ADULT CENTER
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY
LOS ANGELES PIERCE COLLEGE
LOS ANGELES URBAN LEAGUE MILKEN FAMILY LITERACY AND YOUTH TRNG CNTR
MASHDOTS COLLEGE
MEXICAN AMERICAN OPPORTUNITY FOUNDATION
MONROVIA ADULT SCHOOL
MONTEREY PARK COLLEGE
PACOIMA SKILLS CENTER
PARAMOUNT ADULT EDUCATION CENTER
PASADENA CITY COLLEGE
POMONA ADULT SCHOOL
PREMIER TRAINING CENTERS
PREMIERE CAREER COLLEGE
SOUTH BAY ADULT SCHOOL
SOUTH CENTRAL COMMUNITY CENTER
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SCROC)
TORRANCE HAMILTON ADULT SCHOOL
UCRA CAREER SCHOOL
UNITED CHINESE RESTAURANT'S ASSOCIATION COOKING SCHOOL
UNITED EDUCATION INSTITUTE
VENICE SKILLS CENTER
WHITTIER ADULT SCHOOL

ADMINISTRATIVE SERVICES MANAGERS

ABRAHAM LINCOLN UNIVERSITY
AMERICAN INTER-CONTENENTAL UNIVERSITY
AMERICAN SCHOOLS
ANTHONY SCHOOLS OF NORTHERN CALIFORNIA
ANTIOCH UNIVERSITY, LOS ANGELES
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
BRYMAN COLLEGE
CALIFORNIA INTERNATIONAL UNIVERSITY
CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED EDUCATION
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CALIFORNIA TECHNOLOGY UNIVERSITY
CERRITOS COLLEGE
CHAPMAN UNIVERSITY ACADEMIC CENTER
CITRUS COLLEGE
COMPTON COMMUNITY COLLEGE
CSI BRYMAN COLLEGE-EL MONTE
DEVRY INSTITUTE OF TECHNOLOGY
HSI LAI UNIVERSITY
HUBBARD COLLEGE OF ADMINISTRATION
INSTITUTE OF COMPUTER TECHNOLOGY
INTERNATIONAL CAREER DEVELOPMENT CENTER
IVY UNIVERSITY
KELLER GRADUATE SCHOOL OF MANAGEMENT
KELLER GRADUATE SCHOOL OF MANAGEMENT INC.
KENSINGTON UNIVERSITY
LONG BEACH CITY COLLEGE
LOS ANGELES HARBOR COLLEGE
LOS ANGELES MISSION COLLEGE
LOS ANGELES OPPORTUNITIES INDUSTRIALIZATION CENTER
LOS ANGELES PIERCE COLLEGE
LOS ANGELES SOUTHWEST COLLEGE
LOS ANGELES VALLEY COLLEGE
LOS ANGELES VALLEY COLLEGE AT (L.A. CITY COLLEGE)
MARYMOUNT COLLEGE
MASTER'S COLLEGE AND SEMINARY
MOUNT ST. MARY'S COLLEGE
NOVA/EDUCORP INSTITUTE OF HEALTH TECH.
PACIFIC STATES UNIVERSITY
PACIFIC WESTERN UNIVERSITY
PASADENA CITY COLLEGE
PEPPERDINE UNIVERSITY
RIO HONDO COLLEGE
TOURO UNIVERSITY INTERNATIONAL
UCLA GRADUATE SCHOOL OF EXECUTIVE MANAGEMENT EDUCATION PROGRAM
UNION INSTITUTE
UNITED EDUCATION INSTITUTE
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES
UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY OF JUDAISM
UNIVERSITY OF LA VERNE
UNIVERSITY OF SOUTHERN CALIFORNIA
WEBSTER UNIVERSITY (MARYMOUNT UNIVERSITY)
WEST LOS ANGELES COLLEGE
WHITTIER COLLEGE
YUIN UNIVERSITY

ADVERTISING CLERKS

ART CENTER COLLEGE OF DESIGN
LONG BEACH CITY COLLEGE
LOS ANGELES PIERCE COLLEGE
PEPPERDINE UNIVERSITY
REBECCA'S VOCATIONAL SCHOOL
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS

CITRUS COLLEGE
LONG BEACH CITY COLLEGE
RIO HONDO COLLEGE
T & R HIGH TECH INSTITUTE, INC.

CAMERA OPERATORS, TELEVISION AND MOTION PICTURE

ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
COLLEGE OF THE CANYONS
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM
DEVRY INSTITUTE OF TECHNOLOGY
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM
HOLLYWOOD FILM SCHOOL
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LONG BEACH CITY COLLEGE
LOS ANGELES PIERCE COLLEGE
LOS ANGELES RECORDING WORKSHOP
MOVIOLA DIGITAL
NEW HORIZONS COMPUTER LEARNING CENTER OF THOUSAND OAKS
OTIS COLLEGE OF ART & DESIGN
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM
SUTEC SCHOOL
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES

CARDIOLOGY TECHNOLOGISTS

ASSOCIATED TECHNICAL COLLEGE
DONALD VOCATIONAL SCHOOL

CEILING TILE INSTALLERS AND ACOUSTICAL CARPENTERS

CENTINELA VALLEY ADULT SCHOOL
HARBOR OCCUPATIONAL CENTER
HOLLYWOOD FILM SCHOOL
LONG BEACH CITY COLLEGE
NORTH VALLEY OCCUPATIONAL CENTER
RIO HONDO COLLEGE
VENICE COMMUNITY ADULT SCHOOL
WILSON-LINCOLN COMMUNITY ADULT SCHOOL

CHILD CARE WORKERS

ALHAMBRA ADULT EDUCATION
AMERICAN NANNY COLLEGE INC
AMERICAN NATIONAL RED CROSS
ANTELOPE VALLEY COLLEGE
ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
BELLFLOWER USD ROP
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES OCCUPATIONAL CENTER
GRIFFITH ADULT CENTER
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LAUSD EAST LOS ANGELES GARFIELD/EASTSIDE ADULT
LAUSD-METROPOLITAN SKILLS CENTER
LEVY ADULT CENTER
LONG BEACH CITY COLLEGE
LONG BEACH REGIONAL OCCUPATIONAL PROGRAM
LOS ANGELES COUNTY PASADENA ROP
LOS ANGELES COUNTY ROP
POMONA ADULT SCHOOL
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SCROC)
TORRANCE HAMILTON ADULT SCHOOL
TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM
VENICE SKILLS CENTER

COOKS, RESTAURANT

CERRITOS COLLEGE
LONG BEACH CITY COLLEGE
LONG BEACH REGIONAL OCCUPATIONAL PROGRAM
UCRA CAREER SCHOOL
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES
WEST VALLEY OCCUPATIONAL CENTER

DISPATCHERS, EXCEPT POLICE, FIRE, AND AMBULANCE

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM

ELEVATOR INSTALLERS AND REPAIRERS

MERCEDES VOCATIONAL SCHOOL

EMPLOYMENT INTERVIEWERS, PRIVATE OR PUBLIC EMPLOYMENT SERVICE

CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CERRITOS COLLEGE
CHAPMAN UNIVERSITY
CHAPMAN UNIVERSITY ACADEMIC CENTER
CITY UNIVERSITY
HUBBARD COLLEGE OF ADMINISTRATION
KELLER GRADUATE SCHOOL OF MANAGEMENT
KELLER GRADUATE SCHOOL OF MANAGEMENT INC.
KENSINGTON UNIVERSITY
PACIFIC WESTERN UNIVERSITY
PRACTICAL DATA PROCESSING SCHOOL
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES
UNIVERSITY OF LA VERNE
UNIVERSITY OF PHOENIX (BRANCH-WOODLAND HILLS LEARNING CENTER)

FILE CLERKS

A B C ADULT SCHOOL
ABRAM FRIEDMAN OCCUPATIONAL CENTER
ADELANTE CAREER INSTITUTE
ADVANCED COMPUTING INSTITUTE
ALHAMBRA ADULT EDUCATION
AMERICAN COMMUNICATIONS INSTITUTE
AMERICAN COMPUTER TRAINING
ANTELOPE VALLEY COLLEGE
ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
AUPCS COMPUTER TRAINING CENTER
AZUSA UNIFIED, THE ADULT ALTERNATIVE EDUCATION CENTER
BASSETT ADULT SCHOOL
BELLFLOWER USD ROP
BELMONT COMMUNITY ADULT SCHOOL
CAREERQUEST COMPUTER EDUCATION
CBE TECHNOLOGIES
CHICANA SERVICE ACTION CENTER INC
COMMUNITIES IN SCHOOLS OF SOUTH BAY, INC.
COMPTON COMMUNITY COLLEGE
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM
COMPUTER CAREER CONNECTION
COMPUTER EDUCATION INSTITUTE
CRENSHAW - DORSEY COMMUNITY ADULT SCHOOL
CULVER CITY ADULT SCHOOL
DIGITAL DESIGN, LA
DOWNEY ADULT SCHOOL
DYNAMIC EDUCATIONAL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES OCCUPATIONAL CENTER
EAST LOS ANGELES SKILLS CENTER
EL RANCHO ADULT SCHOOL
FAIRFAX COMMUNITY ADULT SCHOOL
FLS INTERNATIONAL (CITRUS COLLEGE)
FOREIGN TRADE INSTITUTE
FREMONT COMMUNITY ADULT SCHOOL
GLENDALE CAREER COLLEGE
GLENDALE COLLEGE ADULT SCHOOL
GOODWILL INDUSTRIES OF LONG BEACH AND SOUTH BAY
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
GRIFFITH ADULT CENTER
HARBOR OCCUPATIONAL CENTER
HEALTH AND CAREER INSTITUTE
HOLLYWOOD COMMUNITY ADULT SCHOOL
HOLLYWOOD FILM SCHOOL
INSTITUTE OF NETWORK TECHNOLOGY
INTELLITRAIN INC
INTERNATIONAL CAREER DEVELOPMENT CENTER
JORDAN-LOCKE COMMUNITY ADULT SCHOOL
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LARSON TRAINING CENTERS INC.
LEVY ADULT CENTER
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY

TRAINING PROVIDERS

LOS ANGELES PIERCE COLLEGE
LOS ANGELES URBAN LEAGUE MILKEN FAMILY LITERACY AND
YOUTH TRNG CNTR
MASHDOTS COLLEGE
MEXICAN AMERICAN OPPORTUNITY FOUNDATION
MONROVIA ADULT SCHOOL
MONTEREY PARK COLLEGE
PACOIMA SKILLS CENTER
PARAMOUNT ADULT EDUCATION CENTER
PASADENA CITY COLLEGE
POMONA ADULT SCHOOL
PREMIER TRAINING CENTERS
PREMIERE CAREER COLLEGE
SOUTH BAY ADULT SCHOOL
SOUTH CENTRAL COMMUNITY CENTER
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
(SCROC)
TORRANCE HAMILTON ADULT SCHOOL
UCRA CAREER SCHOOL
UNITED CHINESE RESTAURANT'S ASSOCIATION COOKING SCHOOL
UNITED EDUCATION INSTITUTE
VENICE SKILLS CENTER
WHITTIER ADULT SCHOOL

FINANCIAL ANALYSTS, STATISTICAL

CAREER PLANNING CENTER INC.
HEALTH AND CAREER INSTITUTE
HUBBARD COLLEGE OF ADMINISTRATION
PACIFIC WESTERN UNIVERSITY
SOUTH BAY ADULT SCHOOL

FIRST-LINE SUPERVISORS AND MANAGERS/SUPERVISORS OF SALES AND RELATED WORKERS

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED
EDUCATION
CAREER TECH
DOWNEY ADULT SCHOOL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
FASHION INSTITUTE OF DESIGN AND MERCHANDISING
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
JOBS FOR PROGRESS INC, SER INST OF BUSINESS & TECHNOLOGY
JOBS FOR PROGRESS/SER SOUTH BAY
LOS ANGELES COUNTY ROP
LOS ANGELES TRADE - TECHNICAL COLLEGE
PACIFIC STATES UNIVERSITY
PACIFIC WESTERN UNIVERSITY
PACOIMA SKILLS CENTER
POMONA ADULT SCHOOL
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)
TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM
WEST LOS ANGELES COLLEGE

FOOD BATCHMAKERS

ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
PROGRAM
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
GRIFFITH ADULT CENTER
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)
TORRANCE HAMILTON ADULT SCHOOL
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES

GENERAL OFFICE CLERKS

A B C ADULT SCHOOL
ABRAM FRIEDMAN OCCUPATIONAL CENTER
ADELANTE CAREER INSTITUTE
ADVANCED COMPUTING INSTITUTE
ALHAMBRA ADULT EDUCATION
AMERICAN COMMUNICATIONS INSTITUTE
AMERICAN COMPUTER TRAINING
ANTELOPE VALLEY COLLEGE

ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
AUPCS COMPUTER TRAINING CENTER
AZUSA UNIFIED, THE ADULT ALTERNATIVE EDUCATION CENTER
BASSETT ADULT SCHOOL
BELLFLOWER USD ROP
BELMONT COMMUNITY ADULT SCHOOL
CAREERQUEST COMPUTER EDUCATION
CBE TECHNOLOGIES
CHICANA SERVICE ACTION CENTER INC
COMMUNITIES IN SCHOOLS OF SOUTH BAY, INC.
COMPTON COMMUNITY COLLEGE
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
PROGRAM
COMPUTER CAREER CONNECTION
COMPUTER EDUCATION INSTITUTE
CRENSHAW - DORSEY COMMUNITY ADULT SCHOOL
CULVER CITY ADULT SCHOOL
DIGITAL DESIGN, LA
DOWNEY ADULT SCHOOL
DYNAMIC EDUCATIONAL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES OCCUPATIONAL CENTER
EAST LOS ANGELES SKILLS CENTER
EL RANCHO ADULT SCHOOL
FAIRFAX COMMUNITY ADULT SCHOOL
FLS INTERNATIONAL (CITRUS COLLEGE)
FOREIGN TRADE INSTITUTE
FREMONT COMMUNITY ADULT SCHOOL
GLENDALE CAREER COLLEGE
GLENDALE COLLEGE ADULT SCHOOL
GOODWILL INDUSTRIES OF LONG BEACH AND SOUTH BAY
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
GRIFFITH ADULT CENTER
HARBOR OCCUPATIONAL CENTER
HEALTH AND CAREER INSTITUTE
HOLLYWOOD COMMUNITY ADULT SCHOOL
HOLLYWOOD FILM SCHOOL
INSTITUTE OF NETWORK TECHNOLOGY
INTELLITRAIN INC
INTERNATIONAL CAREER DEVELOPMENT CENTER
JORDAN-LOCKE COMMUNITY ADULT SCHOOL
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LARSON TRAINING CENTERS INC.
LEVY ADULT CENTER
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY
LOS ANGELES PIERCE COLLEGE
LOS ANGELES URBAN LEAGUE MILKEN FAMILY LITERACY AND
YOUTH TRNG CNTR
MASHDOTS COLLEGE
MEXICAN AMERICAN OPPORTUNITY FOUNDATION
MONROVIA ADULT SCHOOL
MONTEREY PARK COLLEGE
PACOIMA SKILLS CENTER
PARAMOUNT ADULT EDUCATION CENTER
PASADENA CITY COLLEGE
POMONA ADULT SCHOOL
PREMIER TRAINING CENTERS
PREMIERE CAREER COLLEGE
SOUTH BAY ADULT SCHOOL
SOUTH CENTRAL COMMUNITY CENTER
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
(SCROC)
TORRANCE HAMILTON ADULT SCHOOL
UCRA CAREER SCHOOL
UNITED CHINESE RESTAURANT'S ASSOCIATION COOKING SCHOOL
UNITED EDUCATION INSTITUTE
VENICE SKILLS CENTER
WHITTIER ADULT SCHOOL

GLAZIERS

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED
EDUCATION
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
PROGRAM
DYNAMIC EDUCATIONAL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES OCCUPATIONAL CENTER
GRIFFITH ADULT CENTER
ROMAN WARD TECHNICAL INSTITUTE

SANTA MONICA COLLEGE
TORRANCE HAMILTON ADULT SCHOOL

GUARDS AND WATCH GUARDS

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
CAMBRIA ENGLISH INSTITUTE
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM
EL MONTE ROSEMEAD ADULT SCHOOL
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LONG BEACH USD SCHOOL FOR ADULTS
LOS ANGELES COUNTY PASADENA ROP
LYNWOOD ADULT SCHOOL
PACIFIC WESTERN UNIVERSITY
PREMIER SCHOOLS INC.

GUIDES

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM

HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS

ABRAM FRIEDMAN OCCUPATIONAL CENTER
ANTELOPE VALLEY COLLEGE
CITRUS COLLEGE
EAST LOS ANGELES OCCUPATIONAL CENTER
EL CAMINO COLLEGE
FLS INTERNATIONAL (CITRUS COLLEGE)
HEMPHILL SCHOOLS
TRI-COMMUNITY ADULT EDUCATION
WEST VALLEY OCCUPATIONAL CENTER

HUMAN SERVICES WORKERS

CALIFORNIA PARAMEDICAL AND TECHNICAL COLLEGE
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED EDUCATION
CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
GARDENA COMMUNITY ADULT SCHOOL
GLENDALE COMMUNITY COLLEGE
LOS ANGELES COUNTY ROP
LOS ANGELES MISSION COLLEGE
LOYOLA MARYMOUNT UNIVERSITY OF LOS ANGELES
UNIVERSITY OF CALIFORNIA, LOS ANGELES

INSTRUCTIONAL AIDES

ANTELOPE VALLEY COLLEGE
BASSETT ADULT SCHOOL
BELLFLOWER USD ROP
BELMONT COMMUNITY ADULT SCHOOL
BIOLA UNIVERSITY
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
COMPTON COMMUNITY COLLEGE
DON BOSCO TECHNICAL INSTITUTE
EAST LOS ANGELES COLLEGE
GARDENA COMMUNITY ADULT SCHOOL
HSI LAI UNIVERSITY
KENSINGTON UNIVERSITY
LOS ANGELES CITY COLLEGE
LOS ANGELES MISSION COLLEGE
LOS ANGELES PIERCE COLLEGE
LOS ANGELES URBAN LEAGUE MILKEN FAMILY LITERACY AND YOUTH TRNG CNTR
LOS ANGELES VALLEY COLLEGE
MARYMOUNT COLLEGE
MASHDOTS COLLEGE
POMONA ADULT SCHOOL
RIO HONDO COLLEGE
ROOSEVELT BILINGUAL COMMUNITY ADULT SCHOOL
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM
SANTA MONICA COLLEGE
UNIVERSITY OF CALIFORNIA, LOS ANGELES

UNIVERSITY OF JUDAISM
UNIVERSITY OF PHOENIX (BRANCH-WOODLAND HILLS LEARNING CENTER)
WHITTIER COLLEGE

INSTRUCTIONAL COORDINATORS

BASSETT ADULT SCHOOL
BELMONT COMMUNITY ADULT SCHOOL
BIOLA UNIVERSITY
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
DON BOSCO TECHNICAL INSTITUTE
EAST LOS ANGELES COLLEGE
GARDENA COMMUNITY ADULT SCHOOL
HSI LAI UNIVERSITY
KENSINGTON UNIVERSITY
LOS ANGELES CITY COLLEGE
MARYMOUNT COLLEGE
RIO HONDO COLLEGE
SANTA MONICA COLLEGE
UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY OF JUDAISM
UNIVERSITY OF PHOENIX (BRANCH-WOODLAND HILLS LEARNING CENTER)
WHITTIER COLLEGE

INSURANCE ADJUSTERS, EXAMINERS, AND INVESTIGATORS

METROPOLITAN COLLEGIATE INSTITUTE
PACIFIC WESTERN UNIVERSITY
WESTECH COLLEGE

INSURANCE CLAIMS CLERKS

A B C ADULT SCHOOL
ABRAM FRIEDMAN OCCUPATIONAL CENTER
ADELANTE CAREER INSTITUTE
ADVANCED COMPUTING INSTITUTE
ALHAMBRA ADULT EDUCATION
AMERICAN COMMUNICATIONS INSTITUTE
AMERICAN COMPUTER TRAINING
ANTELOPE VALLEY COLLEGE
ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
AUPCS COMPUTER TRAINING CENTER
AZUSA UNIFIED, THE ADULT ALTERNATIVE EDUCATION CENTER
BASSETT ADULT SCHOOL
BELLFLOWER USD ROP
BELMONT COMMUNITY ADULT SCHOOL
CAREERQUEST COMPUTER EDUCATION
CBE TECHNOLOGIES
CHICANA SERVICE ACTION CENTER INC
COMMUNITIES IN SCHOOLS OF SOUTH BAY, INC.
COMPTON COMMUNITY COLLEGE
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM
COMPUTER CAREER CONNECTION
COMPUTER EDUCATION INSTITUTE
CRENSHAW - DORSEY COMMUNITY ADULT SCHOOL
CULVER CITY ADULT SCHOOL
DIGITAL DESIGN, LA
DOWNEY ADULT SCHOOL
DYNAMIC EDUCATIONAL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES OCCUPATIONAL CENTER
EAST LOS ANGELES SKILLS CENTER
EL RANCHO ADULT SCHOOL
FAIRFAX COMMUNITY ADULT SCHOOL
FLS INTERNATIONAL (CITRUS COLLEGE)
FOREIGN TRADE INSTITUTE
FREMONT COMMUNITY ADULT SCHOOL
GLENDALE CAREER COLLEGE
GLENDALE COLLEGE ADULT SCHOOL
GOODWILL INDUSTRIES OF LONG BEACH AND SOUTH BAY
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
GRIFFITH ADULT CENTER
HARBOR OCCUPATIONAL CENTER
HEALTH AND CAREER INSTITUTE
HOLLYWOOD COMMUNITY ADULT SCHOOL
HOLLYWOOD FILM SCHOOL

TRAINING PROVIDERS

INSTITUTE OF NETWORK TECHNOLOGY
INTELLITRAIN INC
INTERNATIONAL CAREER DEVELOPMENT CENTER
JORDAN-LOCKE COMMUNITY ADULT SCHOOL
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LARSON TRAINING CENTERS INC.
LEVY ADULT CENTER
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY
LOS ANGELES PIERCE COLLEGE
LOS ANGELES URBAN LEAGUE MILKEN FAMILY LITERACY AND
YOUTH TRNG CNTR
MASHDOTS COLLEGE
MEXICAN AMERICAN OPPORTUNITY FOUNDATION
MONROVIA ADULT SCHOOL
MONTEREY PARK COLLEGE
PACOIMA SKILLS CENTER
PARAMOUNT ADULT EDUCATION CENTER
PASADENA CITY COLLEGE
POMONA ADULT SCHOOL
PREMIER TRAINING CENTERS
PREMIERE CAREER COLLEGE
SOUTH BAY ADULT SCHOOL
SOUTH CENTRAL COMMUNITY CENTER
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
(SCROC)
TORRANCE HAMILTON ADULT SCHOOL
UCRA CAREER SCHOOL
UNITED CHINESE RESTAURANT'S ASSOCIATION COOKING SCHOOL
UNITED EDUCATION INSTITUTE
VENICE SKILLS CENTER
WHITTIER ADULT SCHOOL

JOB PRINTERS

ANTELOPE VALLEY COLLEGE
BELLFLOWER USD ROP
COURTESY CAREER COLLEGE
FREMONT COMMUNITY ADULT SCHOOL
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
(SCROC)

MAIDS AND HOUSEKEEPING CLEANERS

ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
PROGRAM
EL MONTE ROSEMEAD ADULT SCHOOL
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
HACIENDA LA PUENTE ADULT EDUCATION
HOLLYWOOD COMMUNITY ADULT SCHOOL
LAUSD EAST LOS ANGELES GARFIELD/EASTSIDE ADULT
LONG BEACH USD SCHOOL FOR ADULTS
LOS ANGELES COUNTY PASADENA ROP
LOS ANGELES COUNTY ROP
MANUAL ARTS COMMUNITY ADULT SCHOOL
PACOIMA SKILLS CENTER
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
(SCROC)

MAINTENANCE REPAIRERS, GENERAL UTILITY

CARTER VOCATIONAL SCHOOL
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
PROGRAM
DYNAMIC EDUCATIONAL
FREMONT COMMUNITY ADULT SCHOOL
LOS ANGELES COUNTY ROP
SUTECH SCHOOL
WEST VALLEY OCCUPATIONAL CENTER

MANAGEMENT ANALYSTS

ABRAHAM LINCOLN UNIVERSITY
AMERICAN INTER-CONTINENTAL UNIVERSITY
ANTIOCH UNIVERSITY, LOS ANGELES
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
BRYMAN COLLEGE
CALIFORNIA INTERNATIONAL UNIVERSITY
CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CALIFORNIA TECHNOLOGY UNIVERSITY
CERRITOS COLLEGE
CHAPMAN UNIVERSITY ACADEMIC CENTER
CITRUS COLLEGE
COMPTON COMMUNITY COLLEGE
CSI BRYMAN COLLEGE-EL MONTE
DEVRY INSTITUTE OF TECHNOLOGY
HSI LAI UNIVERSITY
HUBBARD COLLEGE OF ADMINISTRATION
INSTITUTE OF COMPUTER TECHNOLOGY
INTERNATIONAL CAREER DEVELOPMENT CENTER
IVY UNIVERSITY
KELLER GRADUATE SCHOOL OF MANAGEMENT
KELLER GRADUATE SCHOOL OF MANAGEMENT INC.
KENSINGTON UNIVERSITY
LONG BEACH CITY COLLEGE
LOS ANGELES HARBOR COLLEGE
LOS ANGELES MISSION COLLEGE
LOS ANGELES OPPORTUNITIES INDUSTRIALIZATION CENTER
LOS ANGELES PIERCE COLLEGE
LOS ANGELES SOUTHWEST COLLEGE
LOS ANGELES VALLEY COLLEGE
LOS ANGELES VALLEY COLLEGE AT (L.A. CITY COLLEGE)
MARYMOUNT COLLEGE
MASTER'S COLLEGE AND SEMINARY
MOUNT ST. MARY'S COLLEGE
NOVA/EDUCORP INSTITUTE OF HEALTH TECH.
PACIFIC STATES UNIVERSITY
PACIFIC WESTERN UNIVERSITY
PASADENA CITY COLLEGE
PEPPERDINE UNIVERSITY
RIO HONDO COLLEGE
TOURO UNIVERSITY INTERNATIONAL
UCLA GRADUATE SCHOOL OF EXECUTIVE MANAGEMENT
EDUCATION PROGRAM
UNION INSTITUTE
UNITED EDUCATION INSTITUTE
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES
UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY OF JUDAISM
UNIVERSITY OF LA VERNE
UNIVERSITY OF SOUTHERN CALIFORNIA
WEBSTER UNIVERSITY (MARYMOUNT UNIVERSITY)
WEST LOS ANGELES COLLEGE
WHITTIER COLLEGE
YUIN UNIVERSITY

MANICURISTS

ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
BASSETT ADULT SCHOOL
CENTINELA VALLEY ADULT SCHOOL
CERRITOS COLLEGE
CITRUS COLLEGE
COMPTON COMMUNITY COLLEGE
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
PROGRAM
DOWNEY ADULT SCHOOL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES OCCUPATIONAL CENTER
EL CAMINO COLLEGE
EL MONTE ROSEMEAD ADULT SCHOOL
GLENDALE COMMUNITY COLLEGE
GRIFFITH ADULT CENTER
HACIENDA LA PUENTE ADULT EDUCATION
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LEVY ADULT CENTER
LONG BEACH USD SCHOOL FOR ADULTS
LOS ANGELES COUNTY ROP
NATIONAL INSTITUTE OF TECHNOLOGY
PASADENA CITY COLLEGE
POMONA ADULT SCHOOL
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM
SANTA MONICA COLLEGE

LISTED BY OCCUPATION

SOUTH BAY ADULT SCHOOL
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
(SCROC)
TORRANCE HAMILTON ADULT SCHOOL
TRI-COMMUNITY ADULT EDUCATION
WEST VALLEY OCCUPATIONAL CENTER

NURSING AIDES, ORDERLIES, AND ATTENDANTS

ALLIED MEDICAL & HEALTH SERVICES
AMERICAN NATIONAL RED CROSS
AMERICAN RED CROSS
AMERICAN RED CROSS - INGLEWOOD
AMERICAN RED CROSS - TORRANCE
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
C S U, LONG BEACH FOUNDATION/CVT
CAREER DEVELOPMENT INSTITUTE
CASA LOMA COLLEGE
CENTRAL MEDICAL CENTER
CITRUS COLLEGE
CMC VOCATIONAL SCHOOL
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
PROGRAM
COMPUTER & CAREER INSTITUTE
COMPUTER INSTITUTE OF TECHNOLOGY
CREATIVE SKILLS IN HEALTH CARE TRAINING
CRENSHAW - DORSEY COMMUNITY ADULT SCHOOL
DOWNEY ADULT SCHOOL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES OCCUPATIONAL CENTER
EL MONTE ROSEMEAD ADULT SCHOOL
EXCEPTIONAL ADULT SCHOOL
FREMONT COMMUNITY ADULT SCHOOL
GENOVA HEALTH INSTITUTE & SERVICES
GLENDALE COMMUNITY COLLEGE
HACIENDA LA PUENTE ADULT EDUCATION
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM
HEALTHCARE EDUCATION ADVANCEMENT CENTER
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LONG BEACH CAREER COLLEGE
LONG BEACH REGIONAL OCCUPATIONAL PROGRAM
LOS ANGELES COUNTY PASADENA ROP
LOS ANGELES VALLEY COLLEGE
LYNWOOD ADULT SCHOOL
MANUAL ARTS COMMUNITY ADULT SCHOOL
MARIAN HEALTH CAREERS CENTER
MT SAN ANTONIO COLLEGE
NATIONAL INSTITUTE OF TECHNOLOGY
NORTH VALLEY OCCUPATIONAL CENTER
NOVA/EDUCORP INSTITUTE OF HEALTH TECH.
NURSING LEARNING CENTER
POMONA ADULT SCHOOL
PREFERRED TRAINING CENTER
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM
SOUTH GATE COMMUNITY ADULT SCHOOL
TECHNICAL COLLEGE
TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM
WEST VALLEY OCCUPATIONAL CENTER

OCCUPATIONAL THERAPISTS

PASADENA CITY COLLEGE
SANTA MONICA COLLEGE

OCCUPATIONAL THERAPY ASSISTANTS AND AIDES

MOUNT ST. MARY'S COLLEGE

PERSONAL AND HOME CARE AIDES

AMERICAN NANNY COLLEGE INC
AMERICAN NATIONAL RED CROSS
ANTELOPE VALLEY COLLEGE
ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
PROGRAM
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES OCCUPATIONAL CENTER
EL MONTE ROSEMEAD ADULT SCHOOL
EL RANCHO ADULT SCHOOL
GRIFFITH ADULT CENTER
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LEVY ADULT CENTER
MANUAL ARTS COMMUNITY ADULT SCHOOL
POMONA ADULT SCHOOL
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
(SCROC)
TORRANCE HAMILTON ADULT SCHOOL
TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM

PEST CONTROLLERS AND ASSISTANTS

LOS ANGELES PIERCE COLLEGE

PHYSICAL THERAPY AIDES

CENTRAL MEDICAL CENTER
CMC VOCATIONAL SCHOOL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM
INTERNATIONAL CAREER COLLEGE INC
LONG BEACH CAREER COLLEGE
MOUNT ST. MARY'S COLLEGE
MT SAN ANTONIO COLLEGE

PHYSICAL THERAPY ASSISTANTS

CENTRAL MEDICAL CENTER
CMC VOCATIONAL SCHOOL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM
INTERNATIONAL CAREER COLLEGE INC
LONG BEACH CAREER COLLEGE
MOUNT ST. MARY'S COLLEGE
MT SAN ANTONIO COLLEGE

PRECISION OPTICAL GOODS WORKERS

AMERICAN CAREER COLLEGE
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
CERRITOS COLLEGE
HACIENDA LA PUENTE ADULT EDUCATION
NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS

RECEPTIONISTS AND INFORMATION CLERKS

A B C ADULT SCHOOL
ABRAM FRIEDMAN OCCUPATIONAL CENTER
ADELANTE CAREER INSTITUTE
ADVANCED COMPUTING INSTITUTE
ALHAMBRA ADULT EDUCATION
AMERICAN COMMUNICATIONS INSTITUTE
AMERICAN COMPUTER TRAINING
ANTELOPE VALLEY COLLEGE
ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
AUPCS COMPUTER TRAINING CENTER
AZUSA UNIFIED, THE ADULT ALTERNATIVE EDUCATION CENTER
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
BASSETT ADULT SCHOOL
BELLFLOWER USD ROP
BELMONT COMMUNITY ADULT SCHOOL
CAREERQUEST COMPUTER EDUCATION
CBE TECHNOLOGIES
CHICANA SERVICE ACTION CENTER INC
COMMUNITIES IN SCHOOLS OF SOUTH BAY, INC.
COMPTON COMMUNITY COLLEGE
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
PROGRAM
COMPUTER CAREER CONNECTION
COMPUTER EDUCATION INSTITUTE
CRENSHAW - DORSEY COMMUNITY ADULT SCHOOL
CULVER CITY ADULT SCHOOL
DIGITAL DESIGN, LA
DOWNEY ADULT SCHOOL
DYNAMIC EDUCATIONAL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES OCCUPATIONAL CENTER
EAST LOS ANGELES SKILLS CENTER
EL RANCHO ADULT SCHOOL
FAIRFAX COMMUNITY ADULT SCHOOL
FLS INTERNATIONAL (CITRUS COLLEGE)
FOREIGN TRADE INSTITUTE
FREMONT COMMUNITY ADULT SCHOOL

TRAINING PROVIDERS

GLENDALDE CAREER COLLEGE
GLENDALDE COLLEGE ADULT SCHOOL
GOODWILL INDUSTRIES OF LONG BEACH AND SOUTH BAY
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
GRIFFITH ADULT CENTER
HARBOR OCCUPATIONAL CENTER
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM
HEALTH AND CAREER INSTITUTE
HOLLYWOOD COMMUNITY ADULT SCHOOL
HOLLYWOOD FILM SCHOOL
INSTITUTE OF NETWORK TECHNOLOGY
INTELLITRAIN INC
INTERNATIONAL CAREER DEVELOPMENT CENTER
JORDAN-LOCKE COMMUNITY ADULT SCHOOL
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LARSON TRAINING CENTERS INC.
LEVY ADULT CENTER
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY
LOS ANGELES PIERCE COLLEGE
LOS ANGELES URBAN LEAGUE MILKEN FAMILY LITERACY AND
YOUTH TRNG CNTR
MASHDOTS COLLEGE
MEXICAN AMERICAN OPPORTUNITY FOUNDATION
MONROVIA ADULT SCHOOL
MONTEREY PARK COLLEGE
NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS
PACOIMA SKILLS CENTER
PARAMOUNT ADULT EDUCATION CENTER
PASADENA CITY COLLEGE
POMONA ADULT SCHOOL
PREMIER TRAINING CENTERS
PREMIERE CAREER COLLEGE
SOUTH BAY ADULT SCHOOL
SOUTH CENTRAL COMMUNITY CENTER
SOUTHEAST PROFESSIONAL CAREER COLLEGE
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
(SCROC)
TORRANCE HAMILTON ADULT SCHOOL
UCRA CAREER SCHOOL
UNITED CHINESE RESTAURANT'S ASSOCIATION COOKING SCHOOL
UNITED EDUCATION INSTITUTE
VENICE SKILLS CENTER
WHITTIER ADULT SCHOOL

RECREATION WORKERS

ALHAMBRA ADULT EDUCATION
AMERICAN NANNY COLLEGE INC
AMERICAN NATIONAL RED CROSS
ANTELOPE VALLEY COLLEGE
ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
BELLFLOWER USD (ROP)
BIOLA UNIVERSITY
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
PROGRAM
DON BOSCO TECHNICAL INSTITUTE
DOWNEY ADULT SCHOOL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES COLLEGE
EAST LOS ANGELES OCCUPATIONAL CENTER
GRIFFITH ADULT CENTER
HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM
LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
LAUSD EAST LOS ANGELES GARFIELD/EASTSIDE ADULT
LAUSD-METROPOLITAN SKILLS CENTER
LEVY ADULT CENTER
LONG BEACH CITY COLLEGE
LOS ANGELES CITY COLLEGE
LOS ANGELES COUNTY PASADENA (ROP)
LOS ANGELES COUNTY (ROP)
LOS ANGELES TRADE - TECHNICAL COLLEGE
POMONA ADULT SCHOOL
SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM
SANTA MONICA COLLEGE
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)

SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
(SCROC)
TORRANCE HAMILTON ADULT SCHOOL
TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES
UNIVERSITY OF SOUTHERN CALIFORNIA
VENICE SKILLS CENTER

RESPIRATORY THERAPISTS

CALIFORNIA PARAMEDICAL AND TECHNICAL COLLEGE
CONCORDE CAREER INSTITUTE
EAST LOS ANGELES COLLEGE
EL CAMINO COLLEGE
HACIENDA LA PUENTE ADULT EDUCATION
LOS ANGELES VALLEY COLLEGE
SANTA MONICA COLLEGE

SALES AGENTS, ADVERTISING

ART CENTER COLLEGE OF DESIGN
LONG BEACH CITY COLLEGE
LOS ANGELES PIERCE COLLEGE
PACIFIC STATES UNIVERSITY
PACIFIC WESTERN UNIVERSITY
PEPPERDINE UNIVERSITY
REBECCA'S VOCATIONAL SCHOOL
SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)

SALES AGENTS, SECURITIES, COMMODITIES, AND FINANCIAL SERVICES

ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
AUPCS COMPUTER TRAINING CENTER
BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
CAREER PLANNING CENTER INC.
HEALTH AND CAREER INSTITUTE
HUBBARD COLLEGE OF ADMINISTRATION
IVY UNIVERSITY
PACIFIC WESTERN UNIVERSITY
PASADENA CITY COLLEGE
SOUTH BAY ADULT SCHOOL

SALES AGENTS, SELECTED BUSINESS SERVICES

CAREER TECH
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
PROGRAM
DOWNEY ADULT SCHOOL
GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
LOS ANGELES PIERCE COLLEGE
PACIFIC STATES UNIVERSITY
PACIFIC WESTERN UNIVERSITY
TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM

SHIPPING, RECEIVING, AND TRAFFIC CLERKS

A B C ADULT SCHOOL
ABRAM FRIEDMAN OCCUPATIONAL CENTER
ADELANTE CAREER INSTITUTE
ADVANCED COMPUTING INSTITUTE
ALHAMBRA ADULT EDUCATION
AMERICAN COMMUNICATIONS INSTITUTE
AMERICAN COMPUTER TRAINING
ANTELOPE VALLEY COLLEGE
ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
AUPCS COMPUTER TRAINING CENTER
AZUSA UNIFIED, THE ADULT ALTERNATIVE EDUCATION CENTER
BASSETT ADULT SCHOOL
BELLFLOWER USD ROP
BELMONT COMMUNITY ADULT SCHOOL
CAREERQUEST COMPUTER EDUCATION
CBE TECHNOLOGIES
CHICANA SERVICE ACTION CENTER INC
COMMUNITIES IN SCHOOLS OF SOUTH BAY, INC.
COMPTON COMMUNITY COLLEGE
COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
PROGRAM
COMPUTER CAREER CONNECTION
COMPUTER EDUCATION INSTITUTE
CRENSHAW - DORSEY COMMUNITY ADULT SCHOOL
CULVER CITY ADULT SCHOOL
DIGITAL DESIGN, LA
DOWNEY ADULT SCHOOL

LISTED BY OCCUPATION

DYNAMIC EDUCATIONAL
 E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
 EAST LOS ANGELES OCCUPATIONAL CENTER
 EAST LOS ANGELES SKILLS CENTER
 EL RANCHO ADULT SCHOOL
 FAIRFAX COMMUNITY ADULT SCHOOL
 FLS INTERNATIONAL (CITRUS COLLEGE)
 FOREIGN TRADE INSTITUTE
 FREMONT COMMUNITY ADULT SCHOOL
 GLENDALE CAREER COLLEGE
 GLENDALE COLLEGE ADULT SCHOOL
 GOODWILL INDUSTRIES OF LONG BEACH AND SOUTH BAY
 GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
 GRIFFITH ADULT CENTER
 HARBOR OCCUPATIONAL CENTER
 HEALTH AND CAREER INSTITUTE
 HOLLYWOOD COMMUNITY ADULT SCHOOL
 HOLLYWOOD FILM SCHOOL
 INSTITUTE OF NETWORK TECHNOLOGY
 INTELLITRAIN INC
 INTERNATIONAL CAREER DEVELOPMENT CENTER
 JORDAN-LOCKE COMMUNITY ADULT SCHOOL
 LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
 LARSON TRAINING CENTERS INC.
 LEVY ADULT CENTER
 LOS ANGELES COLLEGE OF MICRO TECHNOLOGY
 LOS ANGELES PIERCE COLLEGE
 LOS ANGELES URBAN LEAGUE MILKEN FAMILY LITERACY AND
 YOUTH TRNG CNTR
 MASHDOTS COLLEGE
 MEXICAN AMERICAN OPPORTUNITY FOUNDATION
 MONROVIA ADULT SCHOOL
 MONTEREY PARK COLLEGE
 PACOIMA SKILLS CENTER
 PARAMOUNT ADULT EDUCATION CENTER
 PASADENA CITY COLLEGE
 POMONA ADULT SCHOOL
 PREMIER TRAINING CENTERS
 PREMIERE CAREER COLLEGE
 SOUTH BAY ADULT SCHOOL
 SOUTH CENTRAL COMMUNITY CENTER
 SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)
 SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
 (SCROC)
 TORRANCE HAMILTON ADULT SCHOOL
 UCRA CAREER SCHOOL
 UNITED CHINESE RESTAURANT'S ASSOCIATION COOKING SCHOOL
 UNITED EDUCATION INSTITUTE
 VENICE SKILLS CENTER
 WHITTIER ADULT SCHOOL

STOCK CLERKS – STOCKROOM, WAREHOUSE OR STORAGE YARD

A B C ADULT SCHOOL
 ABRAM FRIEDMAN OCCUPATIONAL CENTER
 ADELANTE CAREER INSTITUTE
 ADVANCED COMPUTING INSTITUTE
 ALHAMBRA ADULT EDUCATION
 AMERICAN COMMUNICATIONS INSTITUTE
 AMERICAN COMPUTER TRAINING
 ANTELOPE VALLEY COLLEGE
 ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)
 AUPCS COMPUTER TRAINING CENTER
 AZUSA UNIFIED, THE ADULT ALTERNATIVE EDUCATION CENTER
 BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
 BASSETT ADULT SCHOOL
 BELLFLOWER USD ROP
 BELMONT COMMUNITY ADULT SCHOOL
 CAREERQUEST COMPUTER EDUCATION
 CBE TECHNOLOGIES
 CHICANA SERVICE ACTION CENTER INC
 COMMUNITIES IN SCHOOLS OF SOUTH BAY, INC.
 COMPTON COMMUNITY COLLEGE
 COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL
 PROGRAM
 COMPUTER CAREER CONNECTION
 COMPUTER EDUCATION INSTITUTE
 CRENSHAW - DORSEY COMMUNITY ADULT SCHOOL
 CULVER CITY ADULT SCHOOL
 DIGITAL DESIGN, LA

DOWNEY ADULT SCHOOL
 DYNAMIC EDUCATIONAL
 E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
 EAST LOS ANGELES OCCUPATIONAL CENTER
 EAST LOS ANGELES SKILLS CENTER
 EL RANCHO ADULT SCHOOL
 FAIRFAX COMMUNITY ADULT SCHOOL
 FLS INTERNATIONAL (CITRUS COLLEGE)
 FOREIGN TRADE INSTITUTE
 FREMONT COMMUNITY ADULT SCHOOL
 GLENDALE CAREER COLLEGE
 GLENDALE COLLEGE ADULT SCHOOL
 GOODWILL INDUSTRIES OF LONG BEACH AND SOUTH BAY
 GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA
 GRIFFITH ADULT CENTER
 HARBOR OCCUPATIONAL CENTER
 HEALTH AND CAREER INSTITUTE
 HOLLYWOOD COMMUNITY ADULT SCHOOL
 HOLLYWOOD FILM SCHOOL
 INSTITUTE OF NETWORK TECHNOLOGY
 INTELLITRAIN INC
 INTERNATIONAL CAREER DEVELOPMENT CENTER
 JORDAN-LOCKE COMMUNITY ADULT SCHOOL
 LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM
 LARSON TRAINING CENTERS INC.
 LEVY ADULT CENTER
 LOS ANGELES COLLEGE OF MICRO TECHNOLOGY
 LOS ANGELES PIERCE COLLEGE
 LOS ANGELES URBAN LEAGUE MILKEN FAMILY LITERACY AND
 YOUTH TRNG CNTR
 MASHDOTS COLLEGE
 MEXICAN AMERICAN OPPORTUNITY FOUNDATION
 MONROVIA ADULT SCHOOL
 MONTEREY PARK COLLEGE
 PACOIMA SKILLS CENTER
 PARAMOUNT ADULT EDUCATION CENTER
 PASADENA CITY COLLEGE
 POMONA ADULT SCHOOL
 PREMIER TRAINING CENTERS
 PREMIERE CAREER COLLEGE
 SOUTH BAY ADULT SCHOOL
 SOUTH CENTRAL COMMUNITY CENTER
 SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)
 SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER
 (SCROC)
 TORRANCE HAMILTON ADULT SCHOOL
 UCRA CAREER SCHOOL
 UNITED CHINESE RESTAURANT'S ASSOCIATION COOKING SCHOOL
 UNITED EDUCATION INSTITUTE
 VENICE SKILLS CENTER
 WHITTIER ADULT SCHOOL

SYSTEMS ANALYSTS, ELECTRONIC DATA PROCESSING

A B C ADULT SCHOOL
 ABRAM FRIEDMAN OCCUPATIONAL CENTER
 ADVANCED COMPUTING INSTITUTE
 AMERI.COM COLLEGE
 AMERICAN COMPUTER INSTITUTE INC
 AMERICAN INSTITUTE OF HEALTH SCIENCE
 AMERICAN MEDICAL SCIENCES CENTER
 AMERICAN PACIFIC COLLEGE
 AMERICAN POLY TECHNICAL INSTITUTE
 ANTELOPE VALLEY COLLEGE
 ART CENTER COLLEGE OF DESIGN
 ARTS & EDUCATION INSTITUTE
 ASSOCIATED PRINTING SCHOOLS
 AUPCS COMPUTER TRAINING CENTER
 AZUSA UNIFIED, THE ADULT ALTERNATIVE EDUCATION CENTER
 BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM
 BELMONT COMMUNITY ADULT SCHOOL
 BUSINESS LEARNING CENTER INC
 BUSINESS TRAINING SCHOOLS
 C S U, LONG BEACH FOUNDATION/CVT
 CALEDONIAN
 CALIFORNIA BUSINESS INSTITUTE
 CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES
 CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
 CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
 CALIFORNIA STATE UNIVERSITY, LONG BEACH

TRAINING PROVIDERS

CALIFORNIA STATE UNIVERSITY, LONG BEACH EXTENSION SERVICE
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED EDUCATION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CAREER PLANNING CENTER INC.
CAREER TECH
CARTER VOCATIONAL SCHOOL
CBE TECHNOLOGIES
CEI COLLEGE
CENTINELA VALLEY ADULT SCHOOL
CERRITOS COLLEGE
CHAPMAN UNIVERSITY
CHAPMAN UNIVERSITY ACADEMIC CENTER
CITRUS COLLEGE
CITY UNIVERSITY
COMPTON COMMUNITY COLLEGE
COMPUTICS COMPUTER TRAINING
COMPUTER CAREER CONNECTION
COURTESY CAREER COLLEGE
DATA TRAIN INSTITUTE
DEVRY INSTITUTE OF TECHNOLOGY
DIGITAL DESIGN, LA
DISCOVERY TRAINING CENTER
DOWNEY ADULT SCHOOL
E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM
EAST LOS ANGELES COLLEGE
EAST LOS ANGELES SKILLS CENTER
EDNET CAREER INSTITUTE
EL CAMINO COLLEGE
EL MONTE ROSEMEAD ADULT SCHOOL
EL RANCHO ADULT SCHOOL
EXCEPTIONAL ADULT SCHOOL
FAIRFAX COMMUNITY ADULT SCHOOL
FINCH COMPUTER SERVICES
FLS INTERNATIONAL (CITRUS COLLEGE)
FOREIGN TRADE INSTITUTE
FRANKLIN COMMUNITY ADULT SCHOOL
GARDENA COMMUNITY ADULT SCHOOL
GATEWAY COMPANIES, INC.
GELONG NETWORK ENGINEERING, INC.
GLENDALE CAREER COLLEGE
GLENDALE COLLEGE ADULT SCHOOL
GLENDALE COMMUNITY COLLEGE
GRIFFITH ADULT CENTER
HEALTH AND CAREER INSTITUTE
HOLLYWOOD COMMUNITY ADULT SCHOOL
I.C.S. INTERNATIONAL COLLEGE OF SUCCESS
INSTITUTE OF COMPUTER TECHNOLOGY
INTERNATIONAL CAREER DEVELOPMENT CENTER
INTERNATIONAL VOCATIONAL TRAINING
JOBS FOR PROGRESS INC, SER INST OF BUSINESS & TECHNOLOGY
JOBS FOR PROGRESS/SER SOUTH BAY
KELLER GRADUATE SCHOOL OF MANAGEMENT
LADERA CAREER PATHS TRAINING CENTERS
LARSON TRAINING CENTERS INC.
LEARNING TREE INTERNATIONAL
LEE COLLEGE
LEVY ADULT CENTER
LONG BEACH CITY COLLEGE
LONG BEACH USD SCHOOL FOR ADULTS
LOS ANGELES COLLEGE OF MICRO TECHNOLOGY
LOS ANGELES COUNTY ROP
LOS ANGELES HARBOR COLLEGE
LOS ANGELES MISSION COLLEGE
LOS ANGELES ORT TECHNICAL INSTITUTE
LOS ANGELES PIERCE COLLEGE
LOS ANGELES SOUTHWEST COLLEGE
LOS ANGELES URBAN LEAGUE MILKEN FAMILY LITERACY AND YOUTH TRNG CNTR
LOS ANGELES VALLEY COLLEGE
LYNWOOD ADULT SCHOOL
MANUAL ARTS COMMUNITY ADULT SCHOOL
MEXICAN AMERICAN OPPORTUNITY FOUNDATION
MONTEREY PARK COLLEGE
MOVIOLA DIGITAL
MT SIERRA COLLEGE
MULTI MEDIA INSTITUTE
NATIONAL COMPUTER TRAINING

NEW HORIZONS COMMUNITY LEARNING CENTER
NEW HORIZONS COMPUTER LEARNING CENTER
NEW HORIZONS COMPUTER LEARNING CENTER INC
NEWTON INTERNATIONAL COLLEGE
NORTH AMERICAN COMPUTER CONSULTANT
NORTH VALLEY OCCUPATIONAL CENTER
NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS
NORWALK-LA MIRADA ADULT SCHOOL
PARAMOUNT ADULT EDUCATION CENTER
PASADENA CITY COLLEGE
PRACTICAL DATA PROCESSING SCHOOL
PROFESSIONAL BUSINESS SERVICES
PROFESSIONAL CAREER INSTITUTE
REBECCA'S VOCATIONAL SCHOOL
RIGHTWAY COMPUTER TRAINING CENTER
RIGHTWAY COMPUTER TRAINING CENTERS, INC.
RIO HONDO COLLEGE
ROMAN WARD TECHNICAL INSTITUTE
ROOSEVELT BILINGUAL COMMUNITY ADULT SCHOOL
SOUTH BAY ADULT SCHOOL
SOUTH GATE COMMUNITY ADULT SCHOOL
SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SCROC)
TRAVEL AND TRADE CAREER INSTITUTE
TRI-COMMUNITY ADULT EDUCATION
UNITED CHINESE RESTAURANT'S ASSOCIATION COOKING SCHOOL
UNIVERSITY OF CALIFORNIA EXTENSION, LOS ANGELES
UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY OF SOUTHERN CALIFORNIA
UNIVERSITY-PALISADES COMMUNITY ADULT SCHOOL
VAN NUYS COMMUNITY ADULT SCHOOL
VENICE COMMUNITY ADULT SCHOOL
VENICE SKILLS CENTER
WEST LOS ANGELES COLLEGE
WESTECH COLLEGE
WESTSIDE CENTER FOR INDEPENDENT LIVING INC, COMPUTER TRAINING
WESTWOOD COLLEGE OF TECHNOLOGY
WHITTIER ADULT SCHOOL
WILSON-LINCOLN COMMUNITY ADULT SCHOOL

TEACHERS, SPECIAL EDUCATION

AMERICAN NANNY COLLEGE INC
BASSETT ADULT SCHOOL
BELMONT COMMUNITY ADULT SCHOOL
BIOLA UNIVERSITY
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS EXTENDED EDUCATION
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
CITRUS COLLEGE
DON BOSCO TECHNICAL INSTITUTE
EAST LOS ANGELES COLLEGE
EAST LOS ANGELES OCCUPATIONAL CENTER
GARDENA COMMUNITY ADULT SCHOOL
HSI LAI UNIVERSITY
KENSINGTON UNIVERSITY
LONG BEACH CITY COLLEGE
LOS ANGELES CITY COLLEGE
LOS ANGELES PIERCE COLLEGE
LOS ANGELES VALLEY COLLEGE AT (L.A. CITY COLLEGE)
MARYMOUNT COLLEGE
RIO HONDO COLLEGE
SANTA MONICA COLLEGE
UNIVERSITY OF CALIFORNIA, LOS ANGELES
UNIVERSITY OF JUDAISM
UNIVERSITY OF LA VERNE
UNIVERSITY OF PHOENIX (BRANCH-WOODLAND HILLS LEARNING CENTER)
VAN NUYS COMMUNITY ADULT SCHOOL
WHITTIER COLLEGE

VETERINARY ASSISTANTS

HACIENDA LA PUENTE ADULT EDUCATION
LONG BEACH REGIONAL OCCUPATIONAL PROGRAM
LOS ANGELES PIERCE COLLEGE

VOCATIONAL AND EDUCATIONAL COUNSELORS
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
CALIFORNIA STATE UNIVERSITY, LONG BEACH
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

TRAINING PROVIDERS LISTED BY SCHOOL

NOTE: In the following section, training and education providers are listed in alphabetical order. Local addresses, phone numbers and other pertinent information is provided. For information on training providers offering programs related to specific occupations, please refer to the previous section Training Providers – Listed by Occupation.

DISCLAIMER: The Employment Development Department (EDD) does not endorse the schools and training providers listed in this report. Please note that training programs may change frequently and we recommend contacting the schools to verify the information listed in the profile.

TRAINING PROVIDERS

A B C ADULT SCHOOL

Address: 12254 Cuesta Drive
Cerritos, CA 90703
School Type: Public Adult Schools with Occupational Programs
Phone: 562.926.5566
Fax: 562.921.9958
Internet/URL: www.abcadulthoodschool.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

A. D. BANKER & COMPANY

Address: 3223 E Garvey Ave
West Covina, CA 91791
School Type: Other Education
Phone: 800.866.2468
Fax: 213.451.3766
Internet/URL: www.adbanker.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

ABRAHAM LINCOLN UNIVERSITY

Address: 3000 S Robertson Blvd, Ste 420
Los Angeles, CA 90034
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.204.0222
Fax: 310.204.7025
Internet/URL: www.alu.edu
Email: info@alu.edu

Financial Aid:	No	Doctorate Degree:	Yes
Veteran Approved:	No	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

ABRAM FRIEDMAN OCCUPATIONAL CENTER

Address: 1646 South Olive Street
Los Angeles, CA 90015
School Type: Public Adult Schools with Occupational Programs
Phone: 213.745.2013
Fax: 213.748.7406
Internet/URL: N/A
Email: afoc@earthlink.net

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

ACADEMY OF TELEVISION ARTS & SCIENCE

Address: 5220 Lankershim Blvd
North Hollywood, CA 91601
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.754.2800
Fax: 818.761.2827
Internet/URL: www.emmys.tv
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

ADELANTE CAREER INSTITUTE

Address: 14547 Titus Street, Ste 100
Van Nuys, CA 91402-4924
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.908.9912
Fax: 818.908.9975
Internet/URL: N/A
Email: adelanteinst@earthlink.net

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	Yes		

ADVANCED COMPUTING INSTITUTE

Address: 3470 Wilshire Blvd, Ste 1100
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.383.8999
Fax: 213.383.5765
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

AGOURA HILLS TARGET RANGE

Address: 5040 Cornell Road
Agoura, CA 91301

School Type: Proprietary (Private) Business and Technical Schools

Phone: 818.706.1710
Fax: 818.706.9944
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

ALESE MARSHALL FASHION. PHOTO. COMMERCIAL & FILM

Address: 22730 Hawthorne Blvd, Ste 201
Torrance, CA 90505

School Type: Proprietary (Private) Business and Technical Schools

Phone: 310.378.1223
Fax: N/A
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

ALHAMBRA ADULT EDUCATION

Address: 15 West Alhambra Road
Alhambra, CA 91801-2435

School Type: Public Adult Schools with Occupational Programs

Phone: 626.308.2210
Fax: 626.300.8672
Internet/URL: www.alhambra.k12.ca.us
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: No
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

ALHAMBRA BEAUTY COLLEGE

Address: 200 W Main Street
Alhambra, CA 91801

School Type: Proprietary (Private) Business and Technical Schools

Phone: 626.282.6344
Fax: 626.282.1626
Internet/URL: N/A
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

ALLIAN UNIVERSITY AT CALIFORNIA SCHOOL OF PROFESSIONAL PSYCHOLOGY

Address: 1000 S Fremont Ave, Unit 5
Alhambra, CA 91803

School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools

Phone: 626.284.2777
Fax: 626.284.0550
Internet/URL: www.cspp.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: Yes
Master Degree: Yes
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

ALLIED MEDICAL & HEALTH SERVICES

Address: 730 S Central Ave, Ste 210
Glendale, CA 91204

School Type: Proprietary (Private) Business and Technical Schools

Phone: 818.637.7871
Fax: 818.637.2104
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

AMERI.COM COLLEGE

Address: 5225 Wilshire Blvd, Ste 220
Los Angeles, CA 90036

School Type: Proprietary (Private) Business and Technical Schools

Phone: 310.609.1981
Fax: 213.674.1004
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

TRAINING PROVIDERS

AMERICAN ACADEMY OF BODY SCULPTING

Address: 5740 Corsa Ave, Ste 101
Westlake Village, CA 91362
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.991.8771
Fax: 818.991.8771
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

AMERICAN AUTO INSTITUTE

Address: 17522 Studebaker Rd
Cerritos, CA 90703
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.403.2660
Fax: 562.403.2662
Internet/URL: www.americanautoinstitute.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

AMERICAN CAREER COLLEGE

Address: 4021 Rosewood Avenue
Los Angeles, CA 90004
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.668.7555
Fax: 323.666.7548
Internet/URL: www.americancareer.com
Email: info@career.usa.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

AMERICAN COMMUNICATIONS INSTITUTE

Address: 3550 Wilshire Blvd, Ste 1050
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.462.6166
Fax: 323.462.6264
Internet/URL: www.acinetwork.com
Email: acihwd@aol.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

AMERICAN COMPUTER TRAINING

Address: 16200 Ventura Blvd, Ste 328
Encino, CA 91436
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.789.6600
Fax: 818.789.2377
Internet/URL: www.americancomputertraining.com
Email: info@americancomputertraining.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

AMERICAN COMPUTER TRAINING

Address: 6404 Wilshire Blvd, Ste 750
Los Angeles, CA 90048
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.653.8600
Fax: 323.473.5090
Internet/URL: www.americancomputertraining.com
Email: info@americancomputertraining.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

AMERICAN FILM INSTITUTE

Address: 2021 N Western Ave
Los Angeles, CA 90027
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 323.856.7600
Fax: 323.467.4578
Internet/URL: www.afionline.org
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

AMERICAN INSTITUTE OF HEALTH SCIENCE

Address: 3711 Long Beach Blvd, Ste 200
Long Beach, CA 90807
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.988.2278
Fax: 562.988.1791
Internet/URL: N/A
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

AMERICAN INTER-CONTENENTAL UNIVERSITY

Address: 12655 W Jefferson Blvd
Los Angeles, CA 90066
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 800.333.2652
Fax: 310.302.2001
Internet/URL: www.aiuniv.edu
Email: jmarcus@aiuniv.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: Yes
Certificate: No
Diploma: No

AMERICAN MEDICAL SCIENCES CENTER

Address: 5077 Lankershim Blvd, Ste 20
North Hollywood, CA 91601
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.763.9999
Fax: 818.763.9400
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

AMERICAN NANNY COLLEGE INC

Address: 260 S Garey Ave
Pomona, CA 91768
School Type: Proprietary (Private) Business and Technical Schools
Phone: 909.624.7711
Fax: 909.624.9261
Internet/URL: www.bcity.com/anc
Email: ind@prodigy.net

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

AMERICAN NATIONAL RED CROSS

Address: 2700 Wilshire Blvd
Los Angeles, CA 90057
School Type: Hospital or Health Programs not elsewhere included
Phone: 213.739.5263
Fax: 213.380.0362
Internet/URL: www.acrossla.org
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

AMERICAN PACIFIC COLLEGE

Address: 1526 W 7th Street
Los Angeles, CA 90017
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.251.9777
Fax: 213.251.9997
Internet/URL: www.apc.edu
Email: abcla@abc.edu

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

AMERICAN PACIFIC COLLEGE

Address: 14435 Sherman Way, Ste 208
Van Nuys, CA 91405
School Type: Public Adult Schools with Occupational Programs
Phone: 818.781.0001
Fax: 818.781.5007
Internet/URL: www.apc.edu
Email: main@apc.edu

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

TRAINING PROVIDERS

AMERICAN POLY TECHNICAL INSTITUTE

Address: 9128 Norwalk Blvd
Santa Fe Springs, CA 90670
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.699.3990
Fax: 562.699.0760
Internet/URL: www.apitraining.com
Email: apisara@aol.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

AMERICAN RED CROSS

Address: 9200 State St
South Gate, CA 90022
School Type: Hospital or Health Programs not elsewhere included
Phone: 213.739.5263
Fax: 213.380.0362
Internet/URL: www.acrossla.org
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

AMERICAN RED CROSS - INGLEWOOD

Address: 610 N Eucalyptus Avenue
Inglewood, CA 90302
School Type: Hospital or Health Programs not elsewhere included
Phone: 213.739.5287
Fax: 213.380.0362
Internet/URL: www.acrossla.org
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

AMERICAN RED CROSS - TORRANCE

Address: Del Amo Mall #56
Torrance, CA 90503
School Type: Hospital or Health Programs not elsewhere included
Phone: 213.739.5287
Fax: 213.380.0362
Internet/URL: w.across.org
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

AMERICAN SCHOOLS

Address: 18406 Hawthorne Blvd #203
Torrance, CA 93536
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.214.2033
Fax: 310.377.0511
Internet/URL: www.morelight.net/americanschools
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

ANTELOPE VALLEY COLLEGE

Address: 3041 West Avenue K
Lancaster, CA 93536
School Type: Community Colleges
Phone: 661.722.6300
Fax: 661.722.6351
Internet/URL: www.avc.edu
Email: hahlgreen@avc.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

ANTELOPE VALLEY REGIONAL OCCUPATIONAL PROGRAM (ROP)

Address: 1156 E Avenue S
Palmdale, CA 93550
School Type: Public Adult Schools with Occupational Programs
Phone: 661.575.1021
Fax: 661.575.1037
Internet/URL: www.avdistrict.org/rop
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	Yes		

ANTHONY SCHOOLS OF NORTHERN CALIFORNIA

Address: 822 S Robertson Blvd, Ste 308
Los Angeles, CA 90035

School Type: Proprietary (Private) Business and Technical Schools

Phone: 310.289.1112
Fax: 310.289.9113
Internet/URL: www.anthonyschools.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

ANTHONY SCHOOLS OF NORTHERN CALIFORNIA

Address: 379 E Rowland Street
Covina, CA 91723

School Type: Proprietary (Private) Business and Technical Schools

Phone: 800.272.2162
Fax: 626.339.6436
Internet/URL: www.anthonyschools.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

ANTIOCH UNIVERSITY, LOS ANGELES

Address: 13274 Fiji Way
Marina Del Rey, CA 90292-7090

School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools

Phone: 310.578.1080
Fax: 310.822.4824
Internet/URL: www.antiochla.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: Yes

ART CENTER COLLEGE OF DESIGN

Address: 1700 Lida Street
Pasadena, CA 91103

School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools

Phone: 626.396.2200
Fax: 626.796.9564
Internet/URL: www.artcenter.edu
Email: admissions@artcenter.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: No

ART INSTITUTE OF LOS ANGELES

Address: 2900 31st Street
Santa Monica, CA 90405

School Type: Proprietary (Private) Business and Technical Schools

Phone: 310.752.4700
Fax: 310.752.4708
Internet/URL: www.aiaa.artinstitute.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: Yes
Associate Degree: Yes
Certificate: No
Diploma: No

ARTS & EDUCATION INSTITUTE

Address: 4320 Atlantic Ave, Ste 105
Long Beach, CA 90807

School Type: Proprietary (Private) Business and Technical Schools

Phone: 562.997.9056
Fax: 562.426.1717
Internet/URL: www.aeinsteinstitute.homestead.com/aei1.html
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

ASSOCIATED PRINTING SCHOOLS

Address: 8022 Somerset Blvd
Paramount, CA 90723-4350

School Type: Proprietary (Private) Business and Technical Schools

Phone: 562.531.9643
Fax: 562.634.8761
Internet/URL: N/A
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

TRAINING PROVIDERS

ASSOCIATED TECHNICAL COLLEGE

Address: 1670 Wilshire Blvd
Los Angeles, CA 90017
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.484.2444
Fax: 213.353.1846
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

AUPCS COMPUTER TRAINING CENTER

Address: 20715 South Avalon Blvd
Carson, CA 90746
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.523.5130
Fax: 310.851.5845
Internet/URL: N/A
Email: aupcs@pacbell.net

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	Yes		

AUTOMOTIVE DEALERSHIP BUSINESS SCHOOLS

Address: 3450 Spring Street
Long Beach, CA 90806
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.997.9711
Fax: 562.989.7550
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

AZUSA UNIFIED. THE ADULT ALTERNATIVE EDUCATION CENTER

Address: 1134 S Barranca
Glendora, CA 91740
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 626.852.8400
Fax: 626.852.8407
Internet/URL: www.azusausd.k12.ca.us
Email: jerryh@azusausd.k12.ca.us

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM

Address: 135 South Spring Street
Claremont, CA 91711-4999
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 909.624.0063
Fax: 909.621.6214
Internet/URL: www.baldyviewrop.com
Email: carole_klopschinski@bvrop.k12.ca.us

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

BARTENDERS TRAINING INSTITUTE OF AMERICA

Address: 930 Hillgard Ave
Los Angeles, CA 90024
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.581.5378
Fax: 310.399.1717
Internet/URL: www.bartender.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

BASSETT ADULT SCHOOL

Address: 904 North Willow Avenue
La Puente, CA 91746
School Type: Public Adult Schools with Occupational Programs
Phone: 626.931.7903
Fax: 626.931.7915
Internet/URL: www.bassett.k12.ca.us
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

BELLFLOWER USD ROP

Address: 16703 S Clark
Bellflower, CA 90706
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 562.925.4220
Fax: 562.461.2240
Internet/URL: www.lacorop.org
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

BELMONT COMMUNITY ADULT SCHOOL

Address: 1575 W Second Street
Los Angeles, CA 90026
School Type: Public Adult Schools with Occupational Programs
Phone: 213.250.9133
Fax: 213.250.9272
Internet/URL: N/A
Email: dcistone@mindspring.com

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

BEYOND 21ST CENTURY BEAUTY ACADEMY

Address: 13640 Imperial Hwy
Santa Fe Springs, CA 90670
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.404.6193
Fax: N/A
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

BIOLA UNIVERSITY

Address: 13800 Biola Avenue
La Mirada, CA 90639-0001
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 562.944.0351
Fax: 562.903.4709
Internet/URL: www.biola.edu
Email: admissions@biola.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: Yes
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: Yes
Diploma: Yes

BRYMAN COLLEGE

Address: 12449 Putnam Street
Whittier, CA 90602
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.945.9191
Fax: 562.945.0012
Internet/URL: www.bryman-college.com
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

BRYMAN COLLEGE

Address: 3208 Rosemead Blvd
El Monte, CA 91731
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.573.5470
Fax: 626.280.4011
Internet/URL: www.cci.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: No
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

BUSINESS LEARNING CENTER INC

Address: 16000 Ventura Blvd, Ste 214
Encino, CA 91436
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.461.1600
Fax: 818.461.1604
Internet/URL: www.blctrain.com
Email: info@blctrain.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

TRAINING PROVIDERS

BUSINESS TRAINING SCHOOLS

Address: 4127 South Street
Lakewood, CA 90712
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.634.2020
Fax: 562.634.2299
Internet/URL: N/A
Email: businesstrainingschools@netzero.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

C S U. LONG BEACH FOUNDATION/CVT

Address: 1250 Bellflower Bl Hsd, Rm 117
Long Beach, CA 90840
School Type: Other Education
Phone: 562.985.4698
Fax: 562.985.4400
Internet/URL: www.csulb.edu
Email: mbarnes@csulb.edu

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CAL TECH EDUCATION COLLEGE

Address: 3924 Wilshire Blvd
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.427.0004
Fax: 213.427.1126
Internet/URL: N/A
Email: ctecla@yahoo.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

CALEDONIAN

Address: 2450 S Atlantic Blvd, Ste 203
Commerce, CA 90040
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.265.1912
Fax: 323.265.1928
Internet/URL: www.caletraining.com
Email: guiyeyusa@yahoo.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

CALIFORNIA BUSINESS INSTITUTE

Address: 3550 Johnson Avenue
El Monte, CA 91731
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.444.7779
Fax: 626.444.4268
Internet/URL: www.cbi2000.com
Email: info@cbi2000.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CALIFORNIA BUSINESS INSTITUTE

Address: 3670 Wilshire Blvd, 2nd Floor
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.444.7779
Fax: 626.444.4268
Internet/URL: www.cbi2000.com
Email: info@cbi2000.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CALIFORNIA INSTITUTE FOR COUNSELING STUDIES

Address: 100 N Lake, Ste 202
Pasadena, CA 91101
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.568.1144
Fax: 626.791.0942
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CALIFORNIA INTERNATIONAL UNIVERSITY

Address: 3130 Wilshire Blvd
Los Angeles, CA 90057-3202

School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools

Phone: 213.381.3719
Fax: 213.381.6990
Internet/URL: www.ciula.edu
Email: dean@ciula.edu

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

CALIFORNIA NATIONAL UNIVERSITY FOR ADVANCED STUDIES

Address: 16909 Parthenia St, Ste 303
North Hills, CA 91343-9937

School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools

Phone: 818.830.2411
Fax: 818.830.2418
Internet/URL: www.cnuas.edu
Email: jeanne@mail.cnuas.edu

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

CALIFORNIA PARAMEDICAL AND TECHNICAL COLLEGE

Address: 3745 Long Beach Blvd
Long Beach, CA 90807

School Type: Proprietary (Private) Business and Technical Schools

Phone: 562.427.4217
Fax: 562.427.2920
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CALIFORNIA STATE POLYTECHNIC UNIVERSITY. POMONA

Address: 3801 West Temple Avenue
Pomona, CA 91768-4003

School Type: Public 4- or more year Colleges and Universities, including Graduate and Professional Schools

Phone: 909.869.3329
Fax: 909.869.4395
Internet/URL: www.csupomona.edu
Email: info@csupomona.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

CALIFORNIA STATE UNIVERSITY. DOMINGUEZ HILLS

Address: 1000 East Victoria Street
Carson, CA 90747

School Type: Public 4- or more year Colleges and Universities, including Graduate and Professional Schools

Phone: 310.243.3300
Fax: 310.516.3449
Internet/URL: www.csudh.edu
Email: info@csudh.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

CALIFORNIA STATE UNIVERSITY. DOMINGUEZ HILLS EXTENDED EDUCATION

Address: 1000 East Victoria Street
Carson, CA 90747

School Type: Public Adult Schools with Occupational Programs

Phone: 310.243.3741
Fax: 310.516.3971
Internet/URL: www.csudh.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

CALIFORNIA STATE UNIVERSITY. LONG BEACH

Address: 1250 Bellflower Blvd
Long Beach, CA 90804-0106

School Type: Public 4- or more year Colleges and Universities, including Graduate and Professional Schools

Phone: 562.985.5471
Fax: 562.985.4973
Internet/URL: www.csulb.edu
Email: info@csulb.edu

Financial Aid:	Yes	Doctorate Degree:	Yes
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

TRAINING PROVIDERS

CALIFORNIA STATE UNIVERSITY. LONG BEACH EXTENSION SERVICES

Address:	6300 State University Drive, S Long Beach, CA 90815	Financial Aid:	No	Doctorate Degree:	No
School Type:	Public Adult Schools with Occupational Programs	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	562.985.5561	Job Placement:	No	Bachelor Degree:	Yes
Fax:	562.985.8449	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.uces.csulb.edu	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	Yes		
		ESL:	Yes		

CALIFORNIA STATE UNIVERSITY. LOS ANGELES

Address:	5151 State University Drive Los Angeles, CA 90032-8530	Financial Aid:	Yes	Doctorate Degree:	Yes
School Type:	Public 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	323.343.3901	Job Placement:	Yes	Bachelor Degree:	Yes
Fax:	323.343.3888	Career Devel.:	No	Associate Degree:	No
Internet/URL:	www.calstate.edu	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	Yes	Diploma:	Yes
		Open Entry / Exit:	No		
		Distance Learning:	Yes		
		ESL:	No		

CALIFORNIA STATE UNIVERSITY. LOS ANGELES CONTINUING EDUCATION

Address:	5151 State University Drive Los Angeles, CA 90032-8619	Financial Aid:	No	Doctorate Degree:	No
School Type:	Public Adult Schools with Occupational Programs	Veteran Approved:	No	Master Degree:	No
Phone:	323.343.4900	Job Placement:	No	Bachelor Degree:	No
Fax:	323.343.4954	Career Devel.:	No	Associate Degree:	No
Internet/URL:	www.calstatela.edu/cont_ed	Counseling:	No	Certificate:	No
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	No		
		ESL:	No		

CALIFORNIA STATE UNIVERSITY. NORTHRIDGE

Address:	18111 Nordhoff Street Northridge, CA 91330-1286	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Public 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	Yes	Master Degree:	Yes
Phone:	818.677.1200	Job Placement:	Yes	Bachelor Degree:	Yes
Fax:	818.677.3766	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.csun.edu	Counseling:	Yes	Certificate:	No
Email:	N/A	Child Care:	Yes	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

CALIFORNIA SUSHI ACADEMY

Address:	1500 Main Street Venice, CA 90291	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	No	Master Degree:	No
Phone:	310.581.0213	Job Placement:	Yes	Bachelor Degree:	No
Fax:	N/A	Career Devel.:	No	Associate Degree:	No
Internet/URL:	N/A	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	No		
		Distance Learning:	No		
		ESL:	No		

CALIFORNIA TECHNOLOGY UNIVERSITY

Address:	630 Duarte Road, Ste 303 Arcadia, CA 91006	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	No	Master Degree:	No
Phone:	626.294.0318	Job Placement:	No	Bachelor Degree:	No
Fax:	626.294.0069	Career Devel.:	No	Associate Degree:	No
Internet/URL:	N/A	Counseling:	Yes	Certificate:	No
Email:	N/A	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

CAMBRIA ENGLISH INSTITUTE

Address:	1609 W James M Woods Los Angeles, CA 90015	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	No	Master Degree:	No
Phone:	213.386.9318	Job Placement:	Yes	Bachelor Degree:	No
Fax:	213.386.0029	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	N/A	Counseling:	No	Certificate:	Yes
Email:	cambriaenglish@yahoo.com	Child Care:	Yes	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	No		
		ESL:	No		

CANYON COUNTRY BEAUTY COLLEGE

Address: 18914 Soledad Canyon Road
Canyon Country, CA 91350
School Type: Proprietary (Private) Business and Technical Schools

Phone: 661.251.3261
Fax: N/A
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

CAREER CARE INSTITUTE

Address: 43770 15 Street W, Ste 230
Lancaster, CA 93534
School Type: Proprietary (Private) Business and Technical Schools

Phone: 661.942.6204
Fax: N/A
Internet/URL: www.careerinstitute.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

CAREER DEVELOPMENT INSTITUTE

Address: 1830 S Robertson, Ste 201
Los Angeles, CA 90035
School Type: Proprietary (Private) Business and Technical Schools

Phone: 310.559.0225
Fax: 310.559.7114
Internet/URL: N/A
Email: cdijkn@msn.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

CAREER PLANNING CENTER INC.

Address: 13160 Mindanao Way, Ste 240
Marina Del Rey, CA 90292
School Type: Proprietary (Private) Business and Technical Schools

Phone: 310.309.6000
Fax: 310.309.6032
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

CAREER TECH

Address: 6620 W 6th Street
Los Angeles, CA 90048
School Type: Proprietary (Private) Business and Technical Schools

Phone: 323.791.8747
Fax: 323.658.8746
Internet/URL: www.chaosisover.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

CAREERQUEST COMPUTER EDUCATION

Address: 17100 Pioneer Blvd, Ste 220
Artesia, CA 90701
School Type: Proprietary (Private) Business and Technical Schools

Phone: 562.467.1888
Fax: 562.809.6522
Internet/URL: www.careerq.com
Email: tes@careerq.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

CARTER VOCATIONAL SCHOOL

Address: 8020 Somerset Blvd
Paramount, CA 90723-4350
School Type: Proprietary (Private) Business and Technical Schools

Phone: 562.531.9643
Fax: 562.633.2934
Internet/URL: N/A
Email: stremble@socal.rr.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

TRAINING PROVIDERS

CASA LOMA COLLEGE

Address: 3761 Stocker Street
Los Angeles, CA 90008
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.290.6440
Fax: 323.290.1668
Internet/URL: www.casalomacollege.freesevers.com
Email: casalomacollege@hotmail.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CASA LOMA COLLEGE

Address: 6850 Van Nuys Blvd, Ste 318
Van Nuys, CA 91405
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.785.2726
Fax: 818.785.2191
Internet/URL: www.casalomacollege.freesevice.com
Email: casalomacollege@hotmail.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CBE TECHNOLOGIES

Address: 110 South La Brea Ave #240
Inglewood, CA 90301
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.673.8910
Fax: 310.673.0371
Internet/URL: www.cbetec.com
Email: cbe@cbetec.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CEI COLLEGE

Address: 14355 Roscoe Blvd
San Fernando, CA 91402
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.704.7272
Fax: 818.704.5343
Internet/URL: www.ceicollege.com
Email: clemmie@ceicollege.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

CENTINELA VALLEY ADULT SCHOOL

Address: 4953 Marine Avenue
Lawndale, CA 90260
School Type: Public Adult Schools with Occupational Programs
Phone: 310.263.3165
Fax: 310.644.6142
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

CENTRAL MEDICAL CENTER

Address: 3550 Wilshire Blvd
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.384.4789
Fax: 213.384.8679
Internet/URL: N/A
Email: cmcvscathy@hotmail.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CERRITOS COLLEGE

Address: 11110 Alondra Blvd
Norwalk, CA 90650-6296
School Type: Community Colleges
Phone: 562.860.2451
Fax: 562.467.5005
Internet/URL: www.cerritos.edu
Email: info@cerritos.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	Yes		

CHAPMAN UNIVERSITY ACADEMIC CENTER

Address: 1500 Rosecrans Avenue
Manhattan Beach, CA 90266
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.725.5080
Fax: 310.725.5094
Internet/URL: www.chapman.edu/la
Email: la@chapman.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

CHARLES R. DREW UNIVERSITY OF MEDICINE AND SCIENCE

Address: 1731 East 120th Street
Los Angeles, CA 90059-3098
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 323.563.4800
Fax: 323.563.3855
Internet/URL: www.cdrewu.edu
Email: admsn@cdrewu.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

CHICANA SERVICE ACTION CENTER INC

Address: 151 E Second St
Pomona, CA 91766
School Type: Other Education
Phone: 213.639.5800
Fax: 909.629.3171
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

CHICANA SERVICE ACTION CENTER INC

Address: 315 W 9th Street, Ste 101
Los Angeles, CA 90015
School Type: Other Education
Phone: 213.253.5959
Fax: 213.430.0657
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

CIGEO GENERAL PROTECTION SERVICES AND SECURITY

Address: 1330 Wilshire Blvd, Ste 3A
Los Angeles, CA 90017
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.989.6904
Fax: 213.989.6977
Internet/URL: www.cgpro.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CITRUS COLLEGE

Address: 1000 West Foothill Blvd
Glendora, CA 91741-1899
School Type: Community Colleges
Phone: 626.963.0323
Fax: 626.914.8618
Internet/URL: www.citrus.cc.ca.us
Email: sdebraal@citrus.cc.ca.us

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

CITY UNIVERSITY

Address: 5900 Wilshire Blvd, Ste 200
Los Angeles, CA 90036
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 800.426.5596
Fax: 425.709.5361
Internet/URL: www.cityu.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	No	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

TRAINING PROVIDERS

CMC VOCATIONAL SCHOOL

Address: 3550 Wilshire Blvd #830
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.384.4789
Fax: 213.384.8676
Internet/URL: N/A
Email: dianekim@yahoo.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

COLLEGE OF THE CANYONS

Address: 26455 Rockwell Canyon Road
Santa Clarita, CA 91355-1899
School Type: Community Colleges
Phone: 661.259.7800
Fax: 661.259.8302
Internet/URL: www.coc.cc.ca.us
Email: info@coc.cc.ca.us

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

COMMUNITIES IN SCHOOLS OF SOUTH BAY, INC.

Address: 17625 S Central Avenue #B
Carson, CA 90746
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 310.637.7422
Fax: 310.638.2965
Internet/URL: www.cissouthbay.org
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

COMMUNITY ENHANCEMENT SERVICES (CES)

Address: 1335 N La Brea
Los Angeles, CA 90036
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.850.4676
Fax: N/A
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

COMPTON COMMUNITY COLLEGE

Address: 1111 East Artesia Blvd
Compton, CA 90221-5393
School Type: Community Colleges
Phone: 310.637.2660
Fax: 310.900.1695
Internet/URL: www.compton.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

COMPTON UNIFIED SCHOOL DISTRICT REGIONAL OCCUPATIONAL PROGRAM

Address: 700 N Bullis Road
Compton, CA 90221
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 310.898.6000
Fax: 310.763.3871
Internet/URL: N/A
Email: cusd_vea@pacbell.net

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

COMPUMATICS COMPUTER TRAINING

Address: 822 S Robertson Blvd, Ste 207
Los Angeles, CA 90035
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.657.8632
Fax: N/A
Internet/URL: www.compumatics.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

COMPUTER & CAREER INSTITUTE

Address: 8730 Wilshire Blvd, Ste 216
Beverly Hills, CA 90211
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.860.9735
Fax: 310.860.9735
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

COMPUTER CAREER CONNECTION

Address: 1515 W Cameron Ave, Ste 240
West Covina, CA 91790
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.813.1566
Fax: 626.813.0046
Internet/URL: www.computercareer.com
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

COMPUTER EDUCATION INSTITUTE

Address: 20700 Avalon, Ste 210
Carson, CA 90746
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.532.6328
Fax: 310.532.0082
Internet/URL: www.computer-education.com
Email: mark@compedi.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

COMPUTER INSTITUTE OF TECHNOLOGY

Address: 11631 Victory Blvd #205
North Hollywood, CA 91606
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.980.0415
Fax: 818.980.0289
Internet/URL: www.cit2000.com
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

CONCORDE CAREER INSTITUTE

Address: 12412 Victory Blvd
North Hollywood, CA 91606
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.766.8151
Fax: 818.766.1587
Internet/URL: www.concordcareercolleges.com
Email: [bboss@concordcareercolleges.com](mailto:bbossi@concordcareercolleges.com)

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: No
Diploma: Yes

CONTEMPO SCHOOL OF BEAUTY

Address: 316 E Manchester
Inglewood, CA 90301
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.677.1105
Fax: 310.677.0096
Internet/URL: N/A
Email: N/A

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

COURTESY CAREER COLLEGE

Address: 21004 Nordoff St
Chatsworth, CA 91311
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.349.6300
Fax: 818.349.6380
Internet/URL: www.courtesycareercollege.com
Email: courtesy@globalpac.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

TRAINING PROVIDERS

CREATIVE SKILLS IN HEALTH CARE TRAINING

Address: 5455 Wilshire Blvd, Ste 1014
Los Angeles, CA 90036
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.935.3833
Fax: 323.953.0782
Internet/URL: www.bblessed.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CRENSHAW - DORSEY COMMUNITY ADULT SCHOOL

Address: 5010 Eleventh Avenue
Los Angeles, CA 90043
School Type: Public Adult Schools with Occupational Programs
Phone: 323.292.9184
Fax: 323.294.8783
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

CSI BRYMAN COLLEGE-EL MONTE

Address: 3208 Rosemond Blvd
El Monte, CA 91731
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.573.5470
Fax: 626.280.4011
Internet/URL: www.brymancollege.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CULVER CITY ADULT SCHOOL

Address: 4501 Elenda Street
Culver City, CA 90230
School Type: Public Adult Schools with Occupational Programs
Phone: 310.842.4300
Fax: 310.842.4343
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

CULVER CITY BEAUTY COLLEGE

Address: 3834 Main Street
Culver City, CA 90232
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.837.0411
Fax: 310.202.1432
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

CYNTHIA'S BEAUTY ACADEMY

Address: 4130 E Gage Ave
Bell, CA 90201
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.560.2207
Fax: N/A
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

DATA TRAIN INSTITUTE

Address: 4510 Pacific Coast Hwy #240
Long Beach, CA 90804
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.498.7922
Fax: 562.498.2522
Internet/URL: www.datatraininst.com
Email: information@datatraininst.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

DELOUX COSMETOLOGY SCHOOL

Address: 151 E College Street
Covina, CA 91723
School Type: Proprietary (Private) Business and Technical Schools

Phone: 925.602.1041
Fax: 626.966.7173
Internet/URL: N/A
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

DIGITAL DESIGN.LA

Address: 3406 West Burbank Blvd
Burbank, CA 91505
School Type: Proprietary (Private) Business and Technical Schools

Phone: 818.845.2038
Fax: 818.841.6222
Internet/URL: www.digitaldesignla.com
Email: sam@digitaldesignla.com

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

DIGITAL FILMWORKS TRAINING

Address: 18406 Oak Canyon Road
Los Angeles, CA 91351
School Type: Proprietary (Private) Business and Technical Schools

Phone: 323.874.9981
Fax: 323.874.2330
Internet/URL: www.dfw-la.com/training
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

DISCOVERY TRAINING CENTER

Address: 44815 N Fig Ave, Ste 201
Lancaster, CA 93534
School Type: Proprietary (Private) Business and Technical Schools

Phone: 661.940.5844
Fax: 661.726.1715
Internet/URL: www.discoveryserviceinc.com
Email: discovery@as.net

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

DON BOSCO TECHNICAL INSTITUTE

Address: 1151 San Gabriel Blvd
Rosemead, CA 91770-4299
School Type: Proprietary (Private) Business and Technical Schools

Phone: 626.940.2000
Fax: 626.940.2001
Internet/URL: www.boscotech.org
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: No

DONALD VOCATIONAL SCHOOL

Address: 3325 Wilshire Blvd, Ste 200
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools

Phone: 213.639.1470
Fax: 213.639.1475
Internet/URL: www.info.dvsusa.com
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

DOWNEY ADULT SCHOOL

Address: 12340 Woodruff Avenue
Downey, CA 90241
School Type: Public Adult Schools with Occupational Programs

Phone: 562.940.6200
Fax: 562.940.6221
Internet/URL: www.das.k12.ca.us
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

TRAINING PROVIDERS

DYNAMIC EDUCATIONAL

Address: 1903 Sante Fe Ave
Long Beach, CA 90810
School Type: Other Education
Phone: 562.495.0124
Fax: 562.495.2035
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

E SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM

Address: 1501 W Del Norte Ave
West Covina, CA 91790-1755
School Type: Public Adult Schools with Occupational Programs
Phone: 626.962.5080
Fax: 626.472.5125
Internet/URL: www.esgvrop.k12.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

EAST LOS ANGELES COLLEGE

Address: 1301 Avenida Cesar Chavez
Monterey Park, CA 91754-6099
School Type: Community Colleges
Phone: 323.265.8650
Fax: 323.265.8631
Internet/URL: www.lelac.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

EAST LOS ANGELES OCCUPATIONAL CENTER

Address: 2100 Marengo Street
Los Angeles, CA 90033
School Type: Public Adult Schools with Occupational Programs
Phone: 323.223.1283
Fax: 323.223.6365
Internet/URL: www.elaoc.lausd.k12.ca.us
Email: elaoc@lausd.k12.ca.us

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

EAST LOS ANGELES SKILLS CENTER

Address: 3921 Selig Place
Los Angeles, CA 90031
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.227.0018
Fax: 323.222.2351
Internet/URL: www.elasc.lausd.k12.ca.us
Email: elasc@yahoo.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

EDNET CAREER INSTITUTE

Address: 6018 Variel Ave
Woodland Hills, CA 91364
School Type: Proprietary (Private) Business and Technical Schools
Phone: 888.336.3848
Fax: 818.702.6657
Internet/URL: www.ednet4u.com
Email: info@ednet4u.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

EL CAMINO COLLEGE

Address: 16007 Crenshaw Blvd
Torrance, CA 90506-0001
School Type: Community Colleges
Phone: 310.660.3421
Fax: 310.660.3106
Internet/URL: www.elcamino.cc.ca.us
Email: info@elcamino.cc.ca.us

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

EL MONTE ROSEMEAD ADULT SCHOOL

Address: 10807 Ramona Blvd
El Monte, CA 91731
School Type: Public Adult Schools with Occupational Programs
Phone: 626.443.9491
Fax: 626.452.8916
Internet/URL: www.emuhisd.k12.ca.us
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

EL RANCHO ADULT SCHOOL

Address: 6501 S Passon Blvd
Pico Rivera, CA 90660
School Type: Public Adult Schools with Occupational Programs
Phone: 562.801.5009
Fax: 562.948.2041
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

ELEGANTE BEAUTY COLLEGE

Address: 17337 E Valley Blvd
La Puente, CA 91744
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.965.2532
Fax: 626.839.8330
Internet/URL: www.bc.ofearth.net
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

EVANS SECURITY TRAINING ACADEMY

Address: 1501 W El Segundo Blvd
Compton, CA 90222
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.635.0547
Fax: 310.635.0887
Internet/URL: www.evanssecuritytraining.net
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: No
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

EXCEL VOCATIONAL CENTER

Address: 1430 W 6th Street
San Pedro, CA 90732
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.514.4780
Fax: 310.832.0072
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

EXEPTIONAL ADULT SCHOOL

Address: 1104 E 148th Street
Compton, CA 90220
School Type: Public Adult Schools with Occupational Programs
Phone: 310.898.6473
Fax: 310.898.6477
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

FAIRFAX COMMUNITY ADULT SCHOOL

Address: 7850 Melrose Avenue
Los Angeles, CA 90046
School Type: Public Adult Schools with Occupational Programs
Phone: 323.653.4085
Fax: 323.658.6077
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

TRAINING PROVIDERS

FASHION INSTITUTE OF DESIGN AND MERCHANDISING

Address: 919 South Grand Avenue
Los Angeles, CA 90015-1421
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.624.1200
Fax: 213.624.4799
Internet/URL: www.fidm.edu
Email: info@fidm.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

FINCH COMPUTER SERVICES

Address: 115 E Broadway
Glendale, CA 91205
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.550.9060
Fax: 818.550.9067
Internet/URL: www.finchcomputer.com
Email: info@finchcomputer.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

FIRST CAL AMERICAN SECURITY, INC.

Address: 6051 Hollywood Blvd, Ste 302
Los Angeles, CA 90028
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.461.4090
Fax: N/A
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

FLAVIO TORRANCE BEAUTY COLLEGE, INC.

Address: 1978 W Carson Street
Torrance, CA 90501
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.320.0404
Fax: 310.782.3650
Internet/URL: www.flaviobeautycollegecc.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

FOREIGN TRADE INSTITUTE

Address: 3900 Kilroy Airport Way #105
Long Beach, CA 90806
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.490.0651
Fax: 562.989.2202
Internet/URL: N/A
Email: foreign@aol.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

FRANKLIN COMMUNITY ADULT SCHOOL

Address: 820 North Avenue 54
Los Angeles, CA 90042
School Type: Public Adult Schools with Occupational Programs
Phone: 323.256.2144
Fax: 323.256.2790
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

FREMONT COMMUNITY ADULT SCHOOL

Address: 7676 South San Pedro Street
Los Angeles, CA 90003
School Type: Public Adult Schools with Occupational Programs
Phone: 323.778.1651
Fax: 323.778.8531
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

GARDENA COMMUNITY ADULT SCHOOL

Address: 18120 South Normandie Ave
Gardena, CA 90247

School Type: Public Adult Schools with Occupational Programs

Phone: 310.323.2686
Fax: 310.323.8981
Internet/URL: www.lausd.k12.ca.us
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

GATEWAY COMPANIES, INC.

Address: 6235 Topanga Canyon Blvd
Woodland Hills, CA 91367

School Type: Other Education

Phone: 818.883.0012
Fax: 818.883.8447
Internet/URL: www.gateway.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: Yes
Open Entry / Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

GATEWAY COMPANIES, INC.

Address: 110 E Broadway
Glendale, CA 91205

School Type: Other Education

Phone: 818.539.1944
Fax: 818.539.1958
Internet/URL: www.gateway.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: Yes
Open Entry / Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

GATEWAY COMPANIES, INC.

Address: 12013 Wilshire Blvd
Los Angeles, CA 90025

School Type: Other Education

Phone: 310.254.0160
Fax: 310.254.0174
Internet/URL: www.gateway.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: Yes
Open Entry / Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

GATEWAY COMPANIES, INC.

Address: 12611 Artesia Blvd
Cerritos, CA 90703

School Type: Other Education

Phone: 562.402.6003
Fax: 562.402.9293
Internet/URL: www.gateway.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: Yes
Open Entry / Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

GATEWAY COMPANIES, INC.

Address: 1800 Rosecrans Ave, Ste G
Manhattan Beach, CA 90266

School Type: Other Education

Phone: 310.956.1800
Fax: 310.956.1814
Internet/URL: www.gateway.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: Yes
Open Entry / Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

GATEWAY COMPANIES, INC.

Address: 23126 Hawthorne Blvd
Torrance, CA 90505

School Type: Other Education

Phone: 310.373.0349
Fax: 310.791.7286
Internet/URL: www.gateway.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: Yes
Open Entry / Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

TRAINING PROVIDERS

GATEWAY COMPANIES, INC.

Address: 25945 The Old Road
Valencia, CA 91381
School Type: Other Education
Phone: 661.259.8580
Fax: 661.259.9925
Internet/URL: www.gateway.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

GATEWAY COMPANIES, INC.

Address: 622 W Huntington Drive
Monrovia, CA 91016
School Type: Other Education
Phone: 626.305.0511
Fax: 626.303.1450
Internet/URL: www.gateway.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

GELONG NETWORK ENGINEERING, INC.

Address: 9645 Telstar Ave #203
El Monte, CA 91731
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.401.0828
Fax: 626.317.0353
Internet/URL: www.gelong.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

GENOVA HEALTH INSTITUTE & SERVICES

Address: 1300 W Olympic Blvd, Ste 201
Los Angeles, CA 90015
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.383.7487
Fax: 213.383.5205
Internet/URL: N/A
Email: amilcar@hotmail.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

GLENDALE CAREER COLLEGE

Address: 1015 Grandview Avenue
Glendale, CA 91201-2205
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.498.1818
Fax: 818.243.6028
Internet/URL: www.success.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

GLENDALE COLLEGE ADULT SCHOOL

Address: 1122 East Garfield
Glendale, CA 91205
School Type: Public Adult Schools with Occupational Programs
Phone: 818.240.3184
Fax: 818.551.5255
Internet/URL: www.glendale.cc.ca.us
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

GLENDALE COMMUNITY COLLEGE

Address: 1500 North Verdugo Road
Glendale, CA 91208-2894
School Type: Community Colleges
Phone: 818.240.1000
Fax: 818.551.5255
Internet/URL: www.glendale.cc.ca.us
Email: info@glendale.cc.ca.us

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

GLENDORA ADULT SCHOOL

Address: 1134 S Barranca Ave
Glendora, CA 91740

School Type: Public Adult Schools with Occupational Programs

Phone: 626.852.8400
Fax: 626.852.8407
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

GOLDEN CRESCENT HEALTH AND EDUCATION SERVICES

Address: 315 S Coronado Street
Los Angeles, CA 90057

School Type: Proprietary (Private) Business and Technical Schools

Phone: 213.487.1360
Fax: 213.487.7949
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

GOODWILL INDUSTRIES OF LONG BEACH AND SOUTH BAY

Address: 800 W Pacific Coast Highway
Long Beach, CA 90806

School Type: Other Education

Phone: 562.435.3411
Fax: 562.624.9502
Internet/URL: www.goodwill/lbsb.org
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA

Address: 14565 Lanark Street
Panorama City, CA 91402

School Type: Other Education

Phone: 818.782.2520
Fax: 818.782.3130
Internet/URL: www.lagoodwill.org
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

GOODWILL INDUSTRIES OF SOUTHERN CALIFORNIA

Address: 342 San Fernando Road
Los Angeles, CA 90031

School Type: Other Education

Phone: 323.223.1211
Fax: 323.343.9927
Internet/URL: www.lagoodwill.org
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

GRIFFITH ADULT CENTER

Address: 2291 Washington Ave
Torrance, CA 90501

School Type: Public Adult Schools with Occupational Programs

Phone: 310.533.4454
Fax: 310.533.4624
Internet/URL: www.torrancegriffithadultcenter.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

HACIENDA LA PUENTE ADULT EDUCATION

Address: 14101 E Nelson St
La Puente, CA 91746

School Type: Public Adult Schools with Occupational Programs

Phone: 626.934.2800
Fax: 626.855.3169
Internet/URL: www.hlpusd.k12.ca.us
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

TRAINING PROVIDERS

HARBOR OCCUPATIONAL CENTER

Address: 740 North Pacific Avenue
San Pedro, CA 90731-1696
School Type: Public Adult Schools with Occupational Programs
Phone: 310.547.5551
Fax: 310.547.4974
Internet/URL: www.lausd.net
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

HART DISTRICT REGIONAL OCCUPATIONAL PROGRAM

Address: 21515 Redview Drive
Santa Clarita, CA 91350
School Type: Public Adult Schools with Occupational Programs
Phone: 661.259.0033
Fax: 661.254.8653
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

HEALTH AND CAREER INSTITUTE

Address: 2001 Tyler Avenue, Ste 204
South El Monte, CA 91733
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.401.1395
Fax: 626.401.3707
Internet/URL: N/A
Email: hciirene@earthlink.net

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

HEALTHCARE EDUCATION ADVANCEMENT CENTER

Address: 1578 Colorado Blvd #10
Los Angeles, CA 90041
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.478.9859
Fax: 323.478.1782
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

HEALTHY HAIR ACADEMY

Address: 3114 W Imperial Hwy
Inglewood, CA 90303
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.671.0614
Fax: 310.671.0376
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

HEMPHILL SCHOOLS

Address: 2500 Wilshire Blvd, Ste 704
Los Angeles, CA 90057
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.252.4595
Fax: 213.480.0170
Internet/URL: www.hemphillschools.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

HOLLYWOOD COMMUNITY ADULT SCHOOL

Address: 1521 North Highland Avenue
Hollywood, CA 90028
School Type: Public Adult Schools with Occupational Programs
Phone: 323.467.6191
Fax: 323.467.3382
Internet/URL: www.lausd.k12.ca.us
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

HOLLYWOOD FILM SCHOOL

Address: 2500-k Townsgate Road
Westlake Village, CA 91361
School Type: Proprietary (Private) Business and Technical Schools
Phone: 805.496.9716
Fax: 805.496.6172
Internet/URL: www.hollywoodfilmschool.com
Email: info@hollywoodfilmschool.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

HSILAI UNIVERSITY

Address: 1409 N Walnut Grove Ave
Rosemead, CA 91770
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 626.571.8811
Fax: 626.571.1413
Internet/URL: www.hlu.edu
Email: info@hlu.edu

Financial Aid:	No	Doctorate Degree:	Yes
Veteran Approved:	No	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

HUBBARD COLLEGE OF ADMINISTRATION

Address: 6565 Sunset Blvd, Ste 520
Hollywood, CA 90028
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.462.4100
Fax: 323.462.5983
Internet/URL: www.hubbardco.org
Email: administration@hubbardco.org

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

I.C.S. INTERNATIONAL COLLEGE OF SUCCESS

Address: 11239 Ventura Blvd, Ste 222
Studio City, CA 91604-3136
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.753.1999
Fax: 818.753.9555
Internet/URL: www.calcollege.com
Email: success@calcollege.net

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

INGLEWOOD ADULT SCHOOL

Address: 106 E Manchester, Ste 350
Inglewood, CA 90301
School Type: Public Adult Schools with Occupational Programs
Phone: 310.419.2682
Fax: 310.330.5218
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

INSTITUTE OF COMPUTER TECHNOLOGY

Address: 3200 Wilshire Blvd, Ste 400
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.381.3333
Fax: 213.383.9369
Internet/URL: www.ictcollege.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	No	Associate Degree:	Yes
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

INSTITUTE OF NETWORK TECHNOLOGY

Address: 15901 Hawthorne Blvd
Lawndale, CA 90260
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.921.2161
Fax: N/A
Internet/URL: www.networktraining.net
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

TRAINING PROVIDERS

INSTITUTE OF NETWORK TECHNOLOGY

Address: 2727 E Willow St
Signal Hill, CA 90806
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.424.9200
Fax: 562.490.9650
Internet/URL: www.networktraining.net
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

INSTITUTE OF NETWORK TECHNOLOGY

Address: 12440 Firestone Blvd #220
Norwalk, CA 90650
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.424.9200
Fax: 562.490.4650
Internet/URL: www.networktraining.net
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

INTELLITRAIN INC.

Address: 12125 Woodruff Avenue
Downey, CA 90242
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.803.1400
Fax: 562.803.1211
Internet/URL: www.rosemeza.gte.net
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

INTERFIRST CAPITAL CORPORATION

Address: 35 N Lake Ave, Ste 700
Encino, CA 91030
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.234.2100
Fax: 310.234.2101
Internet/URL: www.interfirstcapital.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

INTERNATIONAL ACADEMY OF COSMETOLOGY

Address: 4085 Tweedy Blvd
South Gate, CA 90280
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.249.0270
Fax: 323.249.0359
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

INTERNATIONAL CAREER COLLEGE INC.

Address: 14545 Victory Blvd #600
Van Nuys, CA 91411
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.787.0007
Fax: 818.787.0008
Internet/URL: N/A
Email: mariasoto_@hotmail.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

INTERNATIONAL CAREER DEVELOPMENT CENTER

Address: 6363 Wilshire Blvd #600
Los Angeles, CA 90048
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.655.9100
Fax: 323.655.9191
Internet/URL: www.learncareer.com
Email: icdcollege@hotmail.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

INTERNATIONAL CHRISTIAN EDUCATION COLLEGE

Address: 3807 Wilshire Blvd, Ste 730
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.368.0316
Fax: 213.36830318
Internet/URL: N/A
Email: N/A

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

INTERNATIONAL SCHOOL OF COSMETOLOGY INC.

Address: 13613 Hawthorne Blvd
Hawthorne, CA 90250
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.973.7774
Fax: 310.355.1158
Internet/URL: www.naccas.com
Email: N/A

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

INTERNATIONAL VOCATIONAL TRAINING

Address: 3665 Whittier Blvd
Los Angeles, CA 90023
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.980.8070
Fax: 323.980.8074
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

IVY UNIVERSITY

Address: 1000 S Fremont Ave A12
Alhambra, CA 91803
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 626.282.1096
Fax: 626.282.8362
Internet/URL: www.ivyuniv.edu
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: No

JOBS FOR PROGRESS INC.. SER INST OF BUSINESS & TECHNOLOGY

Address: 15342 Hawthorne Bl #301
Lawndale, CA 90712
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.263.2650
Fax: 310.263.2663
Internet/URL: www.serjobswest.org
Email: serjobswest@earthlink.net

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

JOBS FOR PROGRESS/SER SOUTH BAY

Address: 4346 South Street
Lakewood, CA 90712
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.272.4272
Fax: 562.531.4658
Internet/URL: www.serjobswest.org
Email: seracademy@earthlink.net

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

JOHN PERI BEAUTY COLLEGE

Address: 2418 Lomita Blvd
Lomita, CA 90717
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.325.3005
Fax: 310.325.2098
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

TRAINING PROVIDERS

JOHN RIDGEL'S ACADEMY OF BEAUTY

Address: 9526 Las Tunas Dr
Temple City, CA 91780
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.285.7113
Fax: 626.280.9640
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

JOHN WESLEY INTERNATIONAL BARBER BEAUTY COLLEGE

Address: 717 Pine Ave
Long Beach, CA 90802
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.435.7060
Fax: 562.435.0580
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

JORDAN-LOCKE COMMUNITY ADULT SCHOOL

Address: 325 E 111th Street
Los Angeles, CA 90061
School Type: Public Adult Schools with Occupational Programs
Phone: 323.757.8296
Fax: 323.757.9416
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

KELLER GRADUATE SCHOOL OF MANAGEMENT

Address: 22801 Roscoe Blvd
West Hills, CA 91304
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 909.620.7182
Fax: 818.587.6228
Internet/URL: www.keller.edu
Email: whillsctr@keller.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

KELLER GRADUATE SCHOOL OF MANAGEMENT

Address: 3880 Kilroy Airport Way
Long Beach, CA 90806
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 562.988.0162
Fax: 562.988.1532
Internet/URL: www.keller.edu
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

KELLER GRADUATE SCHOOL OF MANAGEMENT INC.

Address: 901 Corporate Center Drive
Pomona, CA 91768
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 909.865.0402
Fax: 909.865.3863
Internet/URL: www.keller.edu
Email: whillsctr@keller.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

KENSINGTON UNIVERSITY

Address: 520 E Broadway, Ste 400
Glendale, CA 91205
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 800.423.2495
Fax: 818.240.1707
Internet/URL: www.kensington.edu
Email: kensington.edu@earthlink.net

Financial Aid:	Yes	Doctorate Degree:	Yes
Veteran Approved:	No	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

Address: 18501 E Gale Avenue, Ste 100
La Puente, CA 91740

School Type: Public Adult Schools with Occupational Programs

Phone: 626.810.3300
Fax: 626.581.9107
Internet/URL: www.lpvrop.org
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

LADERA CAREER PATHS TRAINING CENTERS

Address: 6820 La Tijera Blvd, Ste 217
Los Angeles, CA 90045

School Type: Proprietary (Private) Business and Technical Schools

Phone: 310.568.0244
Fax: 310.568.8202
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

LANCASTER BEAUTY SCHOOL

Address: 44646 North Tenth Street West
Lancaster, CA 93534

School Type: Proprietary (Private) Business and Technical Schools

Phone: 661.948.1672
Fax: 661.949.7444
Internet/URL: N/A
Email: N/A

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

LARSON TRAINING CENTERS INC.

Address: 637 E Albertoni St, Ste 100
Carson, CA 90746

School Type: Proprietary (Private) Business and Technical Schools

Phone: 310.352.3811
Fax: 310.352.3818
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

LAUSD EAST LOS ANGELES GARFIELD/EASTSIDE ADULT

Address: 831 N Bonnie Beach
Los Angeles, CA 90063

School Type: Public Adult Schools with Occupational Programs

Phone: 323.264.4057
Fax: 323.264.1937
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

LAUSD-METROPOLITAN SKILLS CENTER

Address: 2801 West Sixth Street
Los Angeles, CA 90057

School Type: Public Adult Schools with Occupational Programs

Phone: 213.386.7269
Fax: 213.252.9435
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

LE BARON ACADEMY OF INVESTIGATION

Address: 1021 East Walnut, Ste 201
Pasadena, CA 91106

School Type: Proprietary (Private) Business and Technical Schools

Phone: 626.683.9698
Fax: 626.683.3702
Internet/URL: N/A
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

TRAINING PROVIDERS

LEARNING TREE INTERNATIONAL

Address: 6053 W Century Blvd
Los Angeles, CA 90045
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.417.9700
Fax: 310.645.4762
Internet/URL: www.learningtree.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

LEE COLLEGE

Address: 8399 Topanga Canyon Blvd #200
West Hills, CA 91304
School Type: Community Colleges
Phone: 818.704.7272
Fax: 818.704.5343
Internet/URL: www.ceiccollege.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

LEVY ADULT CENTER

Address: 2291 Washington Ave
Torrance, CA 90501
School Type: Public Adult Schools with Occupational Programs
Phone: 310.533.4689
Fax: 310.972.6399
Internet/URL: www.torranceadultschool.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

LONG BEACH CAREER COLLEGE

Address: 5350 Atlantic Ave
Long Beach, CA 90805
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.422.9449
Fax: 562.422.8908
Internet/URL: www.ptslong.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

LONG BEACH CITY COLLEGE

Address: 4901 East Carson Street
Long Beach, CA 90808-1780
School Type: Community Colleges
Phone: 562.938.4111
Fax: 562.938.4118
Internet/URL: www.lbcc.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LONG BEACH REGIONAL OCCUPATIONAL PROGRAM

Address: 3701 East Willow #B
Long Beach, CA 90815
School Type: Public Adult Schools with Occupational Programs
Phone: 562.426.6846
Fax: N/A
Internet/URL: www.lbusd.k12.ca.us
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES CITY COLLEGE

Address: 855 N Vermont Ave
Los Angeles, CA 90029
School Type: Community Colleges
Phone: 323.953.4000
Fax: N/A
Internet/URL: www.lacc.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES COLLEGE OF MICRO TECHNOLOGY

Address: 3440 Wilshire Blvd, Ste 1111
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.389.9781
Fax: 213.389.9692
Internet/URL: www.lamc.com
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

LOS ANGELES COLLEGE OF MICRO TECHNOLOGY

Address: 821 South Flower Street
Los Angeles, CA 90017
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.488.9928
Fax: 213.824.8740
Internet/URL: www.lacmt.org
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

LOS ANGELES COUNTY PASADENA ROP

Address: 1201 S Marengo Ave, Rop C154
Pasadena, CA 91106
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 626.441.4151
Fax: 626.441.4623
Internet/URL: www.lacoe.edu
Email: wilding_valerie@lacoropmail.org

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

LOS ANGELES COUNTY ROP

Address: 9300 Imperial Hwy
Downey, CA 90242
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 562.922.6850
Fax: 562.928.1638
Internet/URL: acorop.com
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

LOS ANGELES HARBOR COLLEGE

Address: 1111 S Figueroa Place
Wilmington, CA 90744-2397
School Type: Community Colleges
Phone: 310.522.8200
Fax: 310.834.1882
Internet/URL: www.lahc.cc.ca.us
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

LOS ANGELES MISSION COLLEGE

Address: 13356 Eldridge Avenue
Sylmar, CA 91342-3200
School Type: Community Colleges
Phone: 818.364.7600
Fax: 818.364.7826
Internet/URL: www.lamission.cc.ca.us
Email: info@lamission.cc.ca.us

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

LOS ANGELES OPPORTUNITIES INDUSTRIALIZATION CENTER

Address: 11100 S Western Ave
Los Angeles, CA 90047
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.754.3116
Fax: 323.754.7380
Internet/URL: www.laoic.org
Email: laoic@laoic.org

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

TRAINING PROVIDERS

LOS ANGELES ORT TECHNICAL INSTITUTE

Address: 6435 Wilshire Blvd
Los Angeles, CA 90048
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.966.5444
Fax: 323.966.5455
Internet/URL: www.laort.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

LOS ANGELES PIERCE COLLEGE

Address: 6201 Winnetka Avenue
Woodland Hills, CA 91371-0001
School Type: Community Colleges
Phone: 818.347.0551
Fax: 818.710.9844
Internet/URL: www.piercecollege.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES RECORDING WORKSHOP

Address: 5278 Lankershim Blvd
North Hollywood, CA 91601
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.763.7400
Fax: 818.763.7447
Internet/URL: www.recordingcarer.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

LOS ANGELES SOUTHWEST COLLEGE

Address: 1600 West Imperial Highway
Los Angeles, CA 90047
School Type: Community Colleges
Phone: 323.241.5225
Fax: 323.241.5464
Internet/URL: www.lasc.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES TRADE - TECHNICAL COLLEGE

Address: 400 West Washington Blvd
Los Angeles, CA 90015-4108
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.744.9058
Fax: 213.748.7334
Internet/URL: www.lattc.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES URBAN LEAGUE MILIKEN FAMILY LITERACY AND YOUTH TRNG CNTR

Address: 5414 South Crenshaw Blvd
Los Angeles, CA 90033
School Type: Other Education
Phone: 323.292.8111
Fax: 323.292.7851
Internet/URL: www.laul.org
Email: lshaw@laul.org

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

LOS ANGELES URBAN LEAGUE POMONA VALLEY TEC CENTER

Address: 264 East Monterey Street
Pomona, CA 91767
School Type: Other Education
Phone: 909.623.9741
Fax: 909.620.8845
Internet/URL: www.laul.org
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOS ANGELES VALLEY COLLEGE

Address: 5800 Fulton Avenue
Van Nuys, CA 91401-4096
School Type: Community Colleges
Phone: 818.947.2553
Fax: 818.947.2610
Internet/URL: www.lavc.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

LOS ANGELES VALLEY COLLEGE (AT L.A. CITY COLLEGE)

Address: 855 N Vermont Avenue
Los Angeles, CA 90029
School Type: Community Colleges
Phone: 818.947.2941
Fax: 818.947.2490
Internet/URL: www.lavc.cc.ca.us
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

LOYOLA MARYMOUNT UNIVERSITY OF LOS ANGELES

Address: 7900 Loyola Blvd
Los Angeles, CA 90045-2699
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.338.2700
Fax: 310.338.4466
Internet/URL: www.lmu.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

LYNWOOD ADULT SCHOOL

Address: 4050 Imperial Hwy
Lynwood, CA 90262
School Type: Public Adult Schools with Occupational Programs
Phone: 310.604.3096
Fax: 310.635.9107
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	Yes		

MAKE-UP DESIGNORY

Address: 129 South San Fernando Blvd
Burbank, CA 91502
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.729.9420
Fax: 818.729.9971
Internet/URL: www.makeupschool.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

MANUAL ARTS COMMUNITY ADULT SCHOOL

Address: 4131 South Vermont Avenue
Los Angeles, CA 90037
School Type: Public Adult Schools with Occupational Programs
Phone: 323.234.9177
Fax: 323.234.1310
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

MARIAN HEALTH CAREERS CENTER

Address: 3325 Wilshire Blvd, Ste 1213
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.388.3566
Fax: 213.388.9606
Internet/URL: www.mariancollege.com
Email: info@mariancollege.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

TRAINING PROVIDERS

MARINELLO BEAUTY COLLEGE

Address: 6111 Wilshire Blvd
Los Angeles, CA 90048
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.648.3413
Fax: 323.937.2059
Internet/URL: www.marinello.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

MARINELLO SCHOOL OF BEAUTY

Address: 118 Fashion Plaza
West Covina, CA 91790
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.648.3413
Fax: 562.693.0752
Internet/URL: www.marinello.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

MARINELLO BEAUTY COLLEGE

Address: 2700 Colorado Blvd, #266
Eagle Rock, CA 90041
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.648.3413
Fax: 562.693.0752
Internet/URL: www.marinello.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

MARYMOUNT COLLEGE

Address: 30800 Palos Verdes Drive East
Rancho Palos Verde, CA 90275-6299
School Type: Community Colleges
Phone: 310.377.5501
Fax: 310.265.0962
Internet/URL: www.marymountpv.edu
Email: info@marymountpv.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	Yes		

MASHDOTS COLLEGE

Address: 1545 N Verdugo Rd
Glendale, CA 91208
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 818.548.9345
Fax: 818.548.9342
Internet/URL: www.mashdotscollege.com
Email: mashdots@aol.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

MASTER'S COLLEGE AND SEMINARY

Address: 21726 Placerita Canyon Road
Santa Clarita, CA 91321-1200
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 661.259.3540
Fax: 661.254.1998
Internet/URL: www.masters.edu
Email: enrollment@masters.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	Yes		

MERCEDES VOCATIONAL SCHOOL

Address: 322 South Broadway
Los Angeles, CA 90013
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.622.9730
Fax: 213.617.7866
Internet/URL: www.mercedesvoc.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

METROPOLITAN COLLEGIATE INSTITUTE

Address: 16661 Ventura Blvd, Ste 518
Encino, CA 91436
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.990.3100
Fax: 818.990.1811
Internet/URL: N/A
Email: mcica@aol.com

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

MEXICAN AMERICAN OPPORTUNITY FOUNDATION

Address: 972 S Goodrich Ave
Commerce, CA 90022
School Type: Other Education
Phone: 323.890.1555
Fax: 323.890.1556
Internet/URL: www.maof.org
Email: maofinfo@maof.org

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

MIKE RUSS SCHOOLS INC.

Address: 16845 Ventura Blvd
Encino, CA 91436
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.220.3923
Fax: 818.905.6460
Internet/URL: www.mikeruss.net
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

MONROVIA ADULT SCHOOL

Address: 920 S Mountain Ave
Monrovia, CA 91016
School Type: Public Adult Schools with Occupational Programs
Phone: 626.471.3035
Fax: 626.471.3036
Internet/URL: N/A
Email: monic@lx.netcom.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

MONTANA EDIT

Address: 1131 Montana Ave
Santa Monica, CA 90403
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.451.9933
Fax: 310.451.0606
Internet/URL: www.montanaedit.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

MONTEBELLO BEAUTY COLLEGE

Address: 2201 West Whittier Blvd
Montebello, CA 90640
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.727.7851
Fax: 323.727.9248
Internet/URL: N/A
Email: N/A

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

MONTEREY PARK COLLEGE

Address: 583 S Monterey Pass Rd
Monterey Park, CA 91754
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 626.576.2444
Fax: 626.576.2540
Internet/URL: www.montereyparkcollege.com
Email: scarroll@montereyparkcollege.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

TRAINING PROVIDERS

MORO BEAUTY COLLEGE

Address: 124 North Brand Blvd
Glendale, CA 91203
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.246.7376
Fax: 818.246.0695
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

MOUNT ST. MARY'S COLLEGE

Address: 12001 Chalon Rd
Los Angeles, CA 90049-1599
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.954.4000
Fax: 310.954.4259
Internet/URL: www.msmc.la.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

MOVIOLA DIGITAL

Address: 1135 N Mansfield Ave
Hollywood, CA 90038
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.467.3108
Fax: 323.466.2522
Internet/URL: www.moviola.com
Email: edu@moviola.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

MT SAN ANTONIO COLLEGE

Address: 1100 N Grand Ave, Bldg 30
Walnut, CA 91789
School Type: Community Colleges
Phone: 909.594.5611
Fax: 909.468.4068
Internet/URL: www.mtsac.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

MT SIERRA COLLEGE

Address: 101 East Huntington Dr
Monrovia, CA 91016
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 800.240.2500
Fax: 626.359.1378
Internet/URL: www.mtsierra.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

MULTI MEDIA INSTITUTE

Address: 2505 E Palmdale Blvd, Ste J
Palmdale, CA 93550
School Type: Proprietary (Private) Business and Technical Schools
Phone: 661.265.7777
Fax: 661.265.7773
Internet/URL: www.multimedia.com
Email: sabrina@multimedia.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

MULTI MEDIA INSTITUTE

Address: 17401 Ventura Blvd, Ste B17
Encino, CA 91316
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.788.1234
Fax: 818.788.7773
Internet/URL: www.multimedia.com
Email: laura@multimedia.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

NATIONAL COMPUTER TRAINING

Address: 11901 Santa Monica Blvd,
West Los Angeles, CA 90025
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.207.2020
Fax: 310.966.6766
Internet/URL: N/A
Email: ntcwia@earthlink.net

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

NATIONAL INSTITUTE OF TECHNOLOGY

Address: 236 East Third Street
Long Beach, CA 90802
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.437.0501
Fax: 562.432.3721
Internet/URL: N/A
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

NATIONWIDE BEAUTY COLLEGE

Address: 252 East Second Street
Pomona, CA 91766
School Type: Proprietary (Private) Business and Technical Schools
Phone: 909.622.8542
Fax: 909.622.2799
Internet/URL: N/A
Email: N/A

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

NEW DIRECTIONS FOR YOUTH

Address: 7400 Van Nuys Blvd, Ste 203
Van Nuys, CA 91405
School Type: Other Education
Phone: 818.375.1000
Fax: 818.787.4389
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

NEW HORIZONS COMMUNITY LEARNING CENTER

Address: 333 N Glenoaks Blvd #401
Burbank, CA 91502
School Type: Proprietary (Private) Business and Technical Schools
Phone: 888.222.3380
Fax: 818.558.6287
Internet/URL: www.newhorizons.com
Email: registraation.burbank@newhorizons.com

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

NEW HORIZONS COMPUTER LEARNING CENTER

Address: 100 Corporate Point #195
Culver City, CA 90230
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.348.1144
Fax: 310.348.1970
Internet/URL: www.newhorizons.com
Email: registration.losangeles@newhorizons.com

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

NEW HORIZONS COMPUTER LEARNING CENTER INC.

Address: 3901 Via Oro Ave #103
Long Beach, CA 90802
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.233.4900
Fax: 562.233.4909
Internet/URL: www.newhorizons.com
Email: info.orangecounty@newhorizons.com

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

TRAINING PROVIDERS

NEW HORIZONS COMPUTER LEARNING CENTER OF THOUSAND OAKS

Address:	920 Hampshire Rd, Ste S Westlake Village, CA 91361	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	805.496.9690	Job Placement:	Yes	Bachelor Degree:	No
Fax:	805.496.9780	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.newhorizons.com	Counseling:	Yes	Certificate:	Yes
Email:	sales.thousandoaks@newhorizons.com	Child Care:	No	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

NEWBERRY SCHOOL OF BEAUTY

Address:	6633 Fallbrook Ave, Ste 702 West Hills, CA 91307	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	No	Master Degree:	No
Phone:	818.884.9660	Job Placement:	Yes	Bachelor Degree:	No
Fax:	818.884.0129	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.newberryschools.com	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

NEWTON INTERNATIONAL COLLEGE

Address:	2975 Wilshire Blvd, Ste 200 Los Angeles, CA 90010	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	213.380.7899	Job Placement:	Yes	Bachelor Degree:	No
Fax:	213.380.7499	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.nac.edu	Counseling:	Yes	Certificate:	Yes
Email:	main@nac.edu	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	Yes		

NORTH AMERICAN COMPUTER CONSULTANT

Address:	1110 N Brand Avenue, Ste 200 Glendale, CA 91202	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	No	Master Degree:	No
Phone:	888.813.6222	Job Placement:	Yes	Bachelor Degree:	No
Fax:	818.637.2934	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.nacc.cc	Counseling:	No	Certificate:	Yes
Email:	mkhoee@nacc.cc	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	No		
		ESL:	No		

NORTH VALLEY OCCUPATIONAL CENTER

Address:	11450 Sharp Avenue Mission Hills, CA 91345	Financial Aid:	No	Doctorate Degree:	No
School Type:	Public Adult Schools with Occupational Programs	Veteran Approved:	Yes	Master Degree:	No
Phone:	818.365.9645	Job Placement:	No	Bachelor Degree:	No
Fax:	818.365.2695	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.lausd.k12.ca.us	Counseling:	Yes	Certificate:	Yes
Email:	galvanrp@aol.com	Child Care:	Yes	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	Yes		

NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS

Address:	530 East Union St Pasadena, CA 91101	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	626.960.5046	Job Placement:	Yes	Bachelor Degree:	No
Fax:	626.796.5815	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.north-westcollege.com	Counseling:	Yes	Certificate:	Yes
Email:	mitchellf@north-westcollege.com	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS

Address:	2121 W Garvey Ave North West Covina, CA 91790	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	626.960.5046	Job Placement:	Yes	Bachelor Degree:	No
Fax:	626.960.9190	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.north-westcollege.com	Counseling:	Yes	Certificate:	Yes
Email:	mitchellf@north-westcollege.com	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS

Address:	134 W Holt Avenue Pomona, CA 91768	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	909.623.1552	Job Placement:	Yes	Bachelor Degree:	No
Fax:	909.623.3578	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.north-westcollege.com	Counseling:	Yes	Certificate:	Yes
Email:	mitchell@north-westcollege.com	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

NORTH-WEST COLLEGE OF MEDICAL & DENTAL ASSISTANTS

Address:	124 South Glendale Avenue Glendale, CA 91205	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	818.242.0205	Job Placement:	Yes	Bachelor Degree:	No
Fax:	818.247.8220	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.north-westcollege.com	Counseling:	Yes	Certificate:	Yes
Email:	mitchellf@north-westcollege.com	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	Yes		

NORWALK-LA MIRADA ADULT SCHOOL

Address:	15711 Pioneer Blvd Norwalk, CA 90650-5849	Financial Aid:	No	Doctorate Degree:	No
School Type:	Public Adult Schools with Occupational Programs	Veteran Approved:	Yes	Master Degree:	No
Phone:	562.868.9858	Job Placement:	Yes	Bachelor Degree:	No
Fax:	562.863.2159	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	N/A	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	Yes	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	Yes		

NURSING LEARNING CENTER

Address:	2630 E 4th Street Long Beach, CA 90814	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	562.987.3651	Job Placement:	Yes	Bachelor Degree:	No
Fax:	562.433.1471	Career Devel.:	No	Associate Degree:	No
Internet/URL:	N/A	Counseling:	No	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	No		
		ESL:	No		

OCCIDENTAL COLLEGE

Address:	1600 Campus Rd Los Angeles, CA 90041	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Private 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	No	Master Degree:	Yes
Phone:	800.825.5262	Job Placement:	Yes	Bachelor Degree:	Yes
Fax:	323.259.2907	Career Devel.:	No	Associate Degree:	No
Internet/URL:	www.oxy.edu	Counseling:	No	Certificate:	No
Email:	admission@oxy.edu	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	No		
		Distance Learning:	Yes		
		ESL:	No		

OTIS COLLEGE OF ART & DESIGN

Address:	9045 Lincoln Blvd Los Angeles, CA 90045	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Private 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	No	Master Degree:	Yes
Phone:	800.527.6847	Job Placement:	Yes	Bachelor Degree:	Yes
Fax:	310.665.6821	Career Devel.:	No	Associate Degree:	No
Internet/URL:	www.otisart.edu	Counseling:	No	Certificate:	No
Email:	otisart@otisart.edu	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	No		
		ESL:	No		

PACIFIC BEAUTY COLLEGE

Address:	10053 Valley Blvd #7 El Monte, CA 91731	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	No	Master Degree:	No
Phone:	626.444.2329	Job Placement:	No	Bachelor Degree:	No
Fax:	N/A	Career Devel.:	No	Associate Degree:	No
Internet/URL:	N/A	Counseling:	No	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

TRAINING PROVIDERS

PACIFIC BEAUTY COLLEGE #3

Address: 5345 South Crenshaw Blvd
Los Angeles, CA 90043
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.290.1666
Fax: 323.290.0499
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

PACIFIC STATES UNIVERSITY

Address: 1516 South Western Ave
Los Angeles, CA 90006
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 888.200.0383
Fax: 323.731.7276
Internet/URL: www.psuca.edu
Email: admission@psuca.edu

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

PACIFIC WESTERN UNIVERSITY

Address: 1650 Westwood Blvd, Ste 205
Los Angeles, CA 90024
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 800.423.3244
Fax: 310.446.5288
Internet/URL: www.pwu-ca.edu
Email: admissions@pwu-ca.edu

Financial Aid:	No	Doctorate Degree:	Yes
Veteran Approved:	No	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

PACIFICO EMPLOYMENT AGENCY CORPORATION

Address: 1111 West 6th Street, Ste 101
Los Angeles, CA 90017
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.481.0103
Fax: 213.481.0811
Internet/URL: www.pacificojobs.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

PACOIMA SKILLS CENTER

Address: 13545 Van Nuys Blvd
Pacoima, CA 91331
School Type: Other Education
Phone: 818.896.9558
Fax: 818.899.7087
Internet/URL: www.lausd.k12.ca.us/pacoima-skills-ctr
Email: pacoima-skills-ctr@lausd.k12.ca.us

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

PAGE A V BEAUTY SCHOOL

Address: 547 West Lancaster Blvd
Lancaster, CA 93534
School Type: Proprietary (Private) Business and Technical Schools
Phone: 661.948.3503
Fax: 661.726.4564
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

PARAMOUNT ADULT EDUCATION CENTER

Address: 14507 Paramount Blvd
Paramount, CA 90723-4378
School Type: Public Adult Schools with Occupational Programs
Phone: 562.602.6080
Fax: 562.634.7339
Internet/URL: N/A
Email: paramount@otan.dni.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

PARAMOUNT SCHOOL OF BEAUTY

Address: 8527 Alondra Blvd
Paramount, CA 90723
School Type: Proprietary (Private) Business and Technical Schools

Phone: 562.531.1800
Fax: 562.531.1803
Internet/URL: N/A
Email: N/A

Financial Aid: Yes
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

PASADENA CITY COLLEGE

Address: 1570 East Colorado Blvd
Pasadena, CA 91106-2003
School Type: Community Colleges

Phone: 626.585.7123
Fax: 626.585.7915
Internet/URL: www.paccd.cc.ca.us
Email: admissions@paccd.cc.ca.us

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

PEPPERDINE UNIVERSITY

Address: 24255 Pacific Coast Highway
Malibu, CA 90263-4392
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools

Phone: 310.506.4000
Fax: 310.506.4861
Internet/URL: www.pepperdine.edu
Email: admission@pepperdine.edu

Financial Aid: Yes
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes

Doctorate Degree: Yes
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

POMONA ADULT SCHOOL

Address: 1515 W Mission
Pomona, CA 91766
School Type: Public Adult Schools with Occupational Programs

Phone: 909.469.2333
Fax: 909.623.3841
Internet/URL: www.pusd.org/ace
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

PRACTICAL DATA PROCESSING SCHOOL

Address: 11515 Artesia Blvd
Artesia, CA 90701
School Type: Proprietary (Private) Business and Technical Schools

Phone: 562.402.7209
Fax: 562.865.2658
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

PRACTICAL DATA PROCESSING SCHOOL

Address: 840 S Myrtle Ave
Monrovia, CA 91016
School Type: Proprietary (Private) Business and Technical Schools

Phone: 626.358.9555
Fax: 626.359.5855
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

PREFERRED TRAINING CENTER

Address: 14536 Roscoe Blvd, Ste 211
Panorama City, CA 91402
School Type: Proprietary (Private) Business and Technical Schools

Phone: 818.830.0058
Fax: N/A
Internet/URL: N/A
Email: preferredcd@aol.com

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

TRAINING PROVIDERS

PREMIER SCHOOLS INC.

Address: 11600 West Olympic Blvd
Los Angeles, CA 90064
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.312.8867
Fax: 310.478.4043
Internet/URL: www.premierschools.com
Email: info@premierschools.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

PREMIER TRAINING CENTERS

Address: 3025 E Ave "S"
Palmdale, CA 93551
School Type: Proprietary (Private) Business and Technical Schools
Phone: 661.274.8588
Fax: 661.274.8610
Internet/URL: N/A
Email: ptcschool@aol.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

PROFESSIONAL BUSINESS SERVICES

Address: 3545 Long Beach Blvd, #320
Long Beach, CA 90807
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.989.5526
Fax: 562.427.7432
Internet/URL: www.drakeusa.com
Email: tgeiling@drakeusa.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

PROFESSIONAL CAREER INSTITUTE

Address: 17215 Studebaker Road, Ste 310
Cerritos, CA 90703
School Type: Proprietary (Private) Business and Technical Schools
Phone: 714.713.0864
Fax: 562.916.5057
Internet/URL: www.pci-ed.com
Email: tbenach@msn.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

PROFESSIONAL INSTITUTE OF BEAUTY

Address: 10801 East Valley Mall
El Monte, CA 91731
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.443.9401
Fax: 626.443.0401
Internet/URL: www.rgmsfas.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

REBECCA'S VOCATIONAL SCHOOL

Address: 196 W Halt St
Pomona, CA 91768
School Type: Proprietary (Private) Business and Technical Schools
Phone: 909.622.3805
Fax: 909.622.2994
Internet/URL: N/A
Email: rebec.268@gointernet.com

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

REDONDO BEACH BEAUTY COLLEGE

Address: 2205 Artesia Blvd
Redondo Beach, CA 90278
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.370.7464
Fax: 310.370.8227
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

RIGHTWAY COMPUTER TRAINING CENTER

Address: 879 W 190th Street, Ste 200
Gardena, CA 90248
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.523.2009
Fax: 310.523.1780
Internet/URL: www.rightway.com
Email: info@rightway.com

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

RIGHTWAY COMPUTER TRAINING CENTERS, INC.

Address: 1270 E Garvey Ave N, Ste 240
Covina, CA 91724
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.331.5667
Fax: 626.331.5107
Internet/URL: www.rightway.com
Email: info@rightway.com

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

RIO HONDO COLLEGE

Address: 3600 Workman Mill Road
Whittier, CA 90601-1699
School Type: Community Colleges
Phone: 562.692.0921
Fax: 562.699.7386
Internet/URL: www.rh.cc.ca.us
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: No
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: No

ROMAN WARD TECHNICAL INSTITUTE

Address: 4141 S Figueroa St
Los Angeles, CA 90015
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.747.8889
Fax: 213.747.8434
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

ROOSEVELT BILINGUAL COMMUNITY ADULT SCHOOL

Address: 456 South Matthews Street
Los Angeles, CA 90033
School Type: Public Adult Schools with Occupational Programs
Phone: 323.263.9388
Fax: 323.263.5040
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

ROSEMEAD BEAUTY SCHOOL

Address: 8531 East Valley Blvd
Rosemead, CA 91770
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.286.2147
Fax: 626.286.6058
Internet/URL: N/A
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

RWM FIBER OPTICS

Address: 16627 South Avalon Blvd
Carson, CA 90746
School Type: Proprietary (Private) Business and Technical Schools
Phone: 805.497.0391
Fax: 805.497.2704
Internet/URL: www.rwm.org
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

TRAINING PROVIDERS

RYOKAN COLLEGE

Address: 11965 Venice Blvd, Ste 304
Los Angeles, CA 90066
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.390.7560
Fax: 310.391.9756
Internet/URL: www.ryokan.edu
Email: admissions@ryokan.edu

Financial Aid:	Yes	Doctorate Degree:	Yes
Veteran Approved:	No	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

SAN ANTONIO REGIONAL OCCUPATIONAL PROGRAM

Address: 1460 East Holt Ave, Ste 12
Pomona, CA 91767
School Type: Public Adult Schools with Occupational Programs
Phone: 909.469.2304
Fax: 909.620.5770
Internet/URL: www.pusd.org
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

SAN FERNANDO BEAUTY ACADEMY

Address: 13714 Foothill Blvd
Sylmar, CA 91342
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.367.6447
Fax: 818.894.9551
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

SANTA MONICA COLLEGE

Address: 1900 Pico Blvd
Santa Monica, CA 90405
School Type: Community Colleges
Phone: 310.434.4000
Fax: 310.434.3709
Internet/URL: www.smc.edu
Email: admissions@smc.edu

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	Yes
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

SECURITIES TRAINING CORPORATION

Address: 6033 West Century Blvd, Ste 900
Los Angeles, CA 90045
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.670.5504
Fax: 310.670.7892
Internet/URL: www.stc.us.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

SOUTH BAY ADULT SCHOOL

Address: 3401 Inglewood Ave
Redondo Beach, CA 90278
School Type: Public Adult Schools with Occupational Programs
Phone: 310.937.3340
Fax: 310.937.3345
Internet/URL: www.southbayadult.org
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

SOUTH GATE COMMUNITY ADULT SCHOOL

Address: 3351 Firestone Blvd
South Gate, CA 90280
School Type: Public Adult Schools with Occupational Programs
Phone: 323.569.7104
Fax: 323.569.7107
Internet/URL: N/A
Email: sgcas@lausd

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

SOUTHEAST PROFESSIONAL CAREER COLLEGE

Address: 3941 Tweedy Blvd
South Gate, CA 90280
School Type: Proprietary (Private) Business and Technical Schools

Phone: 323.566.8086
Fax: 323.566.1848
Internet/URL: N/A
Email: sepcareercollege@msn.com

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

SOUTHEAST REGIONAL OCCUPATIONAL PROGRAM (ROP)

Address: 20122 Cabrillo Lane
Cerritos, CA 90703-7661
School Type: Public Adult Schools with Occupational Programs

Phone: 562.403.7382
Fax: 562.860.1829
Internet/URL: www.southeastrop.com
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL CENTER (SCROC)

Address: 2300 Crenshaw Blvd
Torrance, CA 90501
School Type: Public Adult Schools with Occupational Programs

Phone: 310.224.4200
Fax: 310.224.4219
Internet/URL: www.scroc.k12.ca.us
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

SOUTHERN CALIFORNIA SCHOOL OF CULINARY ARTS

Address: 1416 EL Centro Street
South Pasadena, CA 91030
School Type: Proprietary (Private) Business and Technical Schools

Phone: 626.403.8490
Fax: 626.403.4834
Internet/URL: www.scsca.com
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: Yes
Certificate: Yes
Diploma: Yes

SUCCESS SCHOOL OF INSURANCE

Address: 400 Corporate Pointe
Culver City, CA 90230
School Type: Proprietary (Private) Business and Technical Schools

Phone: 800.992.0329
Fax: 213.620.9264
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

SUTECH SCHOOL

Address: 3427 East Olympic Blvd
Los Angeles, CA 90023
School Type: Proprietary (Private) Business and Technical Schools

Phone: 323.262.3210
Fax: 323.262.0459
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: No

T & R HIGH TECH INSTITUTE, INC.

Address: 121 West Victoria Street
Long Beach, CA 90805
School Type: Proprietary (Private) Business and Technical Schools

Phone: 310.609.1981
Fax: 310.609.1945
Internet/URL: N/A
Email: tnhrhitek@msn.com

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No

Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

TRAINING PROVIDERS

TECHNICAL COLLEGE

Address: 6606 Pacific Blvd, Ste 204
Huntington Park, CA 90255
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.587.2364
Fax: 323.587.3680
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

TONI & GUY ADVANCED HAIRDRESSING ACADEMY

Address: 6449 East Pacific Coast Hwy
Long Beach, CA 90803
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.598.9999
Fax: 562.596.2400
Internet/URL: www.toniguy.com
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

TORRANCE HAMILTON ADULT SCHOOL

Address: 2606 W 182nd Street
Torrance, CA 90504
School Type: Public Adult Schools with Occupational Programs
Phone: 310.533.4459
Fax: 310.533.4706
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

TOURO UNIVERSITY INTERNATIONAL

Address: 10542 Calle Lee, Ste 102
Los Alamitos, CA 90720
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 714.816.0366
Fax: 714.816.0367
Internet/URL: www.tourou.edu
Email: infocba@tourou.edu

Financial Aid:	Yes	Doctorate Degree:	Yes
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

TRAVEL AND TRADE CAREER INSTITUTE

Address: 3635 Atlantic Avenue
Long Beach, CA 90807
School Type: Proprietary (Private) Business and Technical Schools
Phone: 562.426.8841
Fax: 562.988.0464
Internet/URL: www.gottci.com
Email: tci_admissions@hotmail.com

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM

Address: 12519 East Washington Blvd
Whittier, CA 90602
School Type: Public Adult Schools with Occupational Programs
Phone: 562.698.9571
Fax: 562.945.0687
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

TRI-COMMUNITY ADULT EDUCATION

Address: 342 South Fourth Street
Covina, CA 91723
School Type: Public Adult Schools with Occupational Programs
Phone: 626.974.6801
Fax: 626.974.6815
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	Yes		

UAW LABOR EMPLOYMENT & TRAINING CORPORATION

Address:	790 East Willow, Ste 150 Long Beach, CA 90806	Financial Aid:	No	Doctorate Degree:	No
School Type:	Other Education	Veteran Approved:	Yes	Master Degree:	No
Phone:	562.989.7708	Job Placement:	Yes	Bachelor Degree:	No
Fax:	562.989.7728	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	N/A	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	Yes		

UCLA GRADUATE SCHOOL OF EXECUTIVE MANAGEMENT EDUCATION PROGRAM

Address:	110 Westwood Plaza #A101D Los Angeles, CA 90095	Financial Aid:	No	Doctorate Degree:	No
School Type:	Public 4- or more year Colleges and Universities, including Graduate and Professional Schools	Veteran Approved:	No	Master Degree:	No
Phone:	310.825.2032	Job Placement:	No	Bachelor Degree:	No
Fax:	310.206.7539	Career Devel.:	No	Associate Degree:	No
Internet/URL:	www.anderson.ucla.edu	Counseling:	No	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	No		
		ESL:	No		

UCRA CAREER SCHOOL

Address:	1670 Hillhurst Ave #201 Los Angeles, CA 90027	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	323.913.1856	Job Placement:	Yes	Bachelor Degree:	No
Fax:	323.913.2751	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.ucra.org	Counseling:	Yes	Certificate:	Yes
Email:	ucrainfo@pacbell.net	Child Care:	No	Diploma:	No
		Open Entry / Exit:	No		
		Distance Learning:	No		
		ESL:	Yes		

UNION INSTITUTE

Address:	6310 San Vicente Bl, Ste 107 Los Angeles, CA 90048-5426	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	323.936.8328	Job Placement:	Yes	Bachelor Degree:	Yes
Fax:	323.936.0539	Career Devel.:	No	Associate Degree:	No
Internet/URL:	www.tui.edu	Counseling:	Yes	Certificate:	No
Email:	N/A	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	No		
		Distance Learning:	Yes		
		ESL:	No		

UNITED BEAUTY COLLEGE

Address:	9324 East Garvey Ave #H South El Monte, CA 91733	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	626.433.1371	Job Placement:	Yes	Bachelor Degree:	No
Fax:	626.3433.1379	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.unitedbeautycollege.com	Counseling:	Yes	Certificate:	No
Email:	ubc@unitedbeautycollege.com	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

UNITED CHINESE RESTAURANT'S ASSOCIATION COOKING SCHOOL

Address:	1400 South Goodrich Blvd City Of Commerce, CA 90040	Financial Aid:	No	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	323.727.0409	Job Placement:	Yes	Bachelor Degree:	No
Fax:	323.721.9368	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.ucra.org	Counseling:	Yes	Certificate:	Yes
Email:	infoucra@pacbell.net	Child Care:	No	Diploma:	No
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	Yes		

UNITED EDUCATION INSTITUTE

Address:	3727 W Sixth Street, Ste 317 Los Angeles, CA 90020	Financial Aid:	Yes	Doctorate Degree:	No
School Type:	Proprietary (Private) Business and Technical Schools	Veteran Approved:	Yes	Master Degree:	No
Phone:	213.427.3700	Job Placement:	Yes	Bachelor Degree:	No
Fax:	213.487.1090	Career Devel.:	Yes	Associate Degree:	No
Internet/URL:	www.uei-edu.com	Counseling:	Yes	Certificate:	Yes
Email:	N/A	Child Care:	No	Diploma:	Yes
		Open Entry / Exit:	Yes		
		Distance Learning:	No		
		ESL:	No		

TRAINING PROVIDERS

UNITED EDUCATION INSTITUTE

Address: 6812 Pacific Blvd
Huntington Park, CA 90255
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.427.3700
Fax: 323.588.5484
Internet/URL: www.ueiglobal.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

UNITED EDUCATION INSTITUTE

Address: 7335 Van Nuys Blvd, Ste 1
Van Nuys, CA 91405
School Type: Proprietary (Private) Business and Technical Schools
Phone: 818.756.1200
Fax: 818.994.2607
Internet/URL: www.ueiglobal.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

UNIVERSAL ADVANCED BEAUTY INSTITUTE INC.

Address: 19217 Colima Road
Rowland Heights, CA 91748
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.965.3150
Fax: 626.810.9640
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

UNIVERSAL COLLEGE OF BEAUTY INC.

Address: 3419 West 43rd Place
Los Angeles, CA 90008
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.298.0045
Fax: 323.298.0648
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

UNIVERSAL COLLEGE OF BEAUTY INC.

Address: 8619 South Vermont
Los Angeles, CA 90044
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.750.5750
Fax: 323.758.8811
Internet/URL: N/A
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

UNIVERSITY OF CALIFORNIA EXTENSION. LOS ANGELES

Address: 10995 Le Conte Avenue
Los Angeles, CA 90024-1345
School Type: Public Adult Schools with Occupational Programs
Phone: 310.825.7729
Fax: 310.206.2337
Internet/URL: www.ucla.com
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	Yes		

UNIVERSITY OF CALIFORNIA. LOS ANGELES

Address: 405 Hilgard Avenue
Los Angeles, CA 90095
School Type: Public 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.825.3101
Fax: 310.206.2337
Internet/URL: www.ucla.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	Yes
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	Yes	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

UNIVERSITY OF JUDAISM

Address: 15600 Mulholland Drive
Bel Air, CA 90077
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.476.9777
Fax: 310.471.3657
Internet/URL: www.uj.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: No

UNIVERSITY OF LA VERNE

Address: 1950 Third Street
La Verne, CA 91750-9984
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 909.593.3511
Fax: 909.392.2759
Internet/URL: www.ulv.edu
Email: admissions@ulv.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: Yes
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: Yes
Certificate: No
Diploma: Yes

UNIVERSITY OF PHOENIX (BRANCH-WOODLAND HILLS LEARNING CENTER)

Address: 5955 De Soto Ave, Ste 200
Woodland Hills, CA 91367
School Type: Proprietary (Private) Business and Technical Schools
Phone: 800.888.1968
Fax: 714.968.8649
Internet/URL: www.phoenix.edu
Email: stevenbeck@phoenix.edu

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: Yes
ESL: No
Doctorate Degree: Yes
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: Yes
Diploma: No

UNIVERSITY OF SOUTHERN CALIFORNIA

Address: University Park, Room 800
Los Angeles, CA 90089-0031
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 213.740.7939
Fax: 213.746.9433
Internet/URL: www.usc.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: Yes
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: Yes
Certificate: No
Diploma: Yes

UNIVERSITY-PALISADES COMMUNITY ADULT SCHOOL

Address: 11800 Texas Avenue
Los Angeles, CA 90025
School Type: Public Adult Schools with Occupational Programs
Phone: 310.477.2084
Fax: 310.477.9856
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

US ACADEMY OF PRIVATE INVESTIGATION (SPYTECH)

Address: 8519 Sunset Blvd
Hollywood, CA 90069
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.657.6333
Fax: 310.657.8714
Internet/URL: www.spytechagency.com
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

VAN NUYS COMMUNITY ADULT SCHOOL

Address: 6535 Cedros Avenue
Van Nuys, CA 91411
School Type: Public Adult Schools with Occupational Programs
Phone: 818.785.5427
Fax: 818.782.8354
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: Yes
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

TRAINING PROVIDERS

VENICE COMMUNITY ADULT SCHOOL

Address: 13000 Venice Blvd
Los Angeles, CA 90066
School Type: Public Adult Schools with Occupational Programs
Phone: 310.306.8111
Fax: 310.306.7336
Internet/URL: N/A
Email: venicecas@lausd.k12.us.ca

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

VENICE SKILLS CENTER

Address: 611 Fifth Avenue
Venice, CA 90291
School Type: Other Education
Phone: 310.392.4153
Fax: 310.314.7535
Internet/URL: www.veniceskills.org
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

VETERANS IN COMMUNITY SERVICE INC.

Address: 8644 Norwalk Blvd
Whittier, CA 90606
School Type: Other Education
Phone: 562.695.9040
Fax: 562.699.4667
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

VIDAL SASOON ACADEMY

Address: 321 Santa Monica Blvd
Santa Monica, CA 90401
School Type: Proprietary (Private) Business and Technical Schools
Phone: 310.255.0011
Fax: 310.393.8947
Internet/URL: www.vidalsassoon.co.uk
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		

WEBSTER UNIVERSITY (MARYMOUNT UNIVERSITY)

Address: 30800 Palos Verdes Dr E
Rancho Palos Verde, CA 90275
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.377.7742
Fax: 310.377.6223
Internet/URL: www.webster.edu
Email: N/A

Financial Aid:	Yes	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	No	Associate Degree:	Yes
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

WEST COAST INSTITUTE OF OPTICS

Address: 3108 West Beverly Blvd
Montebello, CA 90640
School Type: Proprietary (Private) Business and Technical Schools
Phone: 323.721.5703
Fax: 323.721.0432
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

WEST VALLEY OCCUPATIONAL CENTER

Address: 6200 Winnetka Avenue
Woodland Hills, CA 91367-3899
School Type: Public Adult Schools with Occupational Programs
Phone: 818.346.3540
Fax: 818.346.3858
Internet/URL: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	Yes	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	Yes		

WESTTECH COLLEGE

Address: 500 W Mission Blvd
Pomona, CA 91766
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 909.622.6486
Fax: 909.622.5045
Internet/URL: www.westtechcollege.com
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

WESTSIDE CENTER FOR INDEPENDENT LIVING INC.. COMPUTER TRAINING

Address: 11201 S La Cienega Blvd
Los Angeles, CA 90045
School Type: Secondary Schools with Occupational Programs (ROP and vocational/occupational education)
Phone: 310.568.0107
Fax: 310.568.1015
Internet/URL: www.wcil.org
Email: esmanager@wcil.org

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: No
Counseling: Yes
Child Care: No
Open Entry / Exit: Yes
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: Yes

WESTWOOD COLLEGE OF TECHNOLOGY

Address: 3460 Wilshire Blvd, Fl 6 & 7
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.739.9999
Fax: 213.382.2468
Internet/URL: www.westwood.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: Yes
Associate Degree: Yes
Certificate: No
Diploma: No

WHITTIER ADULT SCHOOL

Address: 9401 South Painter Avenue
Whittier, CA 90605
School Type: Public Adult Schools with Occupational Programs
Phone: 562.698.8121
Fax: 562.693.5354
Internet/URL: www.whittieradulthoodschool.k12.ca.us
Email: N/A

Financial Aid: No
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: Yes
Open Entry / Exit: Yes
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: Yes
Diploma: Yes

WHITTIER COLLEGE

Address: 13406 East Philadelphia Street
Whittier, CA 90608-0634
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 562.907.4200
Fax: 562.907.4999
Internet/URL: www.whittier.edu
Email: N/A

Financial Aid: Yes
Veteran Approved: Yes
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: Yes
Doctorate Degree: No
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: No

WILLIAM ADRIAN SCHOOL & AGENCY

Address: 1021 East Walnut Street, Ste 101
Pasadena, CA 91106
School Type: Proprietary (Private) Business and Technical Schools
Phone: 626.795.2560
Fax: 626.795.2560
Internet/URL: N/A
Email: N/A

Financial Aid: No
Veteran Approved: No
Job Placement: Yes
Career Devel.: Yes
Counseling: Yes
Child Care: No
Open Entry / Exit: No
Distance Learning: No
ESL: No
Doctorate Degree: No
Master Degree: No
Bachelor Degree: No
Associate Degree: No
Certificate: No
Diploma: No

WILLIAM CAREY INTERNATIONAL UNIVERSITY

Address: 1539 East Howard Street
Pasadena, CA 91104
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 626.398.2141
Fax: 626.398.2111
Internet/URL: www.wciu.edu
Email: admissions@wciu.edu

Financial Aid: No
Veteran Approved: No
Job Placement: No
Career Devel.: No
Counseling: No
Child Care: No
Open Entry / Exit: No
Distance Learning: Yes
ESL: No
Doctorate Degree: Yes
Master Degree: Yes
Bachelor Degree: Yes
Associate Degree: No
Certificate: No
Diploma: No

TRAINING PROVIDERS

WILSHIRE INSURANCE SCHOOL

Address: 2975 Wilshire Blvd, Ste 210
Los Angeles, CA 90010
School Type: Proprietary (Private) Business and Technical Schools
Phone: 213.380.1818
Fax: 213.380.0678
Internet/URL: N/A
Email: N/A
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	No	Master Degree:	No
Job Placement:	Yes	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	No		
Distance Learning:	No		
ESL:	No		
ESL:	No		

WILSON-LINCOLN COMMUNITY ADULT SCHOOL

Address: 4500 Multnomah St
Los Angeles, CA 90032
School Type: Public Adult Schools with Occupational Programs
Phone: 323.223.3311
Fax: 323.221.0543
Internet/URL: www.lausd.k12.ca.us/wilsoncas
Email: N/A

Financial Aid:	No	Doctorate Degree:	No
Veteran Approved:	Yes	Master Degree:	No
Job Placement:	No	Bachelor Degree:	No
Career Devel.:	No	Associate Degree:	No
Counseling:	Yes	Certificate:	Yes
Child Care:	No	Diploma:	Yes
Open Entry / Exit:	Yes		
Distance Learning:	Yes		
ESL:	No		

WORLD MISSION UNIVERSITY

Address: 424 North Western Ave
Los Angeles, CA 90004
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 323.466.4629
Fax: 323.466.7840
Internet/URL: www.wmu.edu
Email: info@wmu.edu

Financial Aid:	No	Doctorate Degree:	Yes
Veteran Approved:	No	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	Yes	Associate Degree:	No
Counseling:	Yes	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	Yes		
Distance Learning:	No		
ESL:	No		

YUIN UNIVERSITY

Address: 2007 E Compton Blvd
Compton, CA 90221
School Type: Private 4- or more year Colleges and Universities, including Graduate and Professional Schools
Phone: 310.609.2704
Fax: 310.609.1415
Internet/URL: www.yuin.edu
Email: cyu@yuin.edu

Financial Aid:	No	Doctorate Degree:	Yes
Veteran Approved:	No	Master Degree:	Yes
Job Placement:	No	Bachelor Degree:	Yes
Career Devel.:	No	Associate Degree:	No
Counseling:	No	Certificate:	No
Child Care:	No	Diploma:	No
Open Entry / Exit:	No		
Distance Learning:	Yes		
ESL:	No		

APPENDIX A

Welcome to WorkSource California! Employment placement, job search assistance and job training are available through the WorkSource California Network. The WorkSource Centers are conveniently located, quality-focused and dedicated to customer satisfaction. They are there to help you get the job you need, or the employees your organization needs. Services are offered at ***no cost!***

**Resource Centers
Referral Information
Business Assistance**

**Job Placement
Education – Training
Recruitment and Selection**

...and much more for Los Angeles workers and small businesses



APPENDIX A

ANTELOPE VALLEY

Antelope Valley WorkSource Center	1420 West Avenue I Lancaster, CA 93534	661.726.4128
Victor Valley College	18422 Bear Valley Road Victorville, CA 92392	760.951.3440

BURBANK/GLENDALE/PASADENA

Foothill Workforce Investment Board	1207 East Green St Pasadena, CA 91106	626.796.5627
Verdugo Job Center City of Glendale Consortium WIB	1255 South Central Avenue Glendale, CA 91204	818.409.0477

CENTRAL LOS ANGELES AND DOWNTOWN

Central City WorkSource Center Chicana Service Action Center	315 W. 9th St, Ste 101 Los Angeles, CA 90015	213.629.5800
Westlake WorkSource Center Pacific Asian Consortium	1541 Wilshire Blvd, Ste 407 Los Angeles, CA 90017	213.353.1677
Central City – North Satellite Chinatown Service Center	767 N. Hill St, Ste 400 Los Angeles, CA 90012	213.253.0880

EAST LOS ANGELES COUNTY

East LA WorkSource Center Lockheed Martin	215 W. Pomona Blvd, Ste 300 Monterey Park, CA 91754	323.887.7122
Career Partners WorkSource Center	3505 North Hart Ave Rosemead, CA 91770	626.572.7272
LA Works WorkSource Center	5200 Irwindale Blvd, 2 nd Ffloor Irwindale, CA 91706	626.960.3964
Mid-San Gabriel Valley Consortium WorkSource Center	10503 East Valley Blvd El Monte, CA 91731	626.258.0365
City of Pomona LA Urban League WorkSource Center	264 East Monterey Ave Pomona, CA 91767	909.623.9741
Chicana Services Action Center WorkSource Center	4760 E. Cesar Chavez Ave Los Angeles, CA 90022	323.265.4900

HOLLYWOOD AREA

West Hollywood WorkSource Center Jewish Vocational Services	6505 Wilshire Blvd Los Angeles, CA 90048	323.761.8888
---	---	--------------

WORKSOURCE CENTERS

Hollywood WorkSource Center MCS Rehabilitation	6464 Sunset Blvd, Ste 600 Los Angeles, CA 90028	323.960.1300
--	--	--------------

Hollywood South Satellite Los Angeles City College	4323 Melrose Ave Los Angeles, CA 90029	323.667.1999
--	---	--------------

LOS ANGELES HARBOR

Harbor WorkSource Center	Carson, Lomita, Torrance WIN Carson, CA 90745	310.732.5700
---------------------------------	--	--------------

LOS ANGELES METRO CENTER

Wilshire-Metro WorkSource Center Community Career Development, Inc	3550 Wilshire Blvd, Ste 500 Los Angeles, CA 90010	213.365.9829
--	--	--------------

Wilshire-Koreatown Satellite Advanced Computing Institute	3470 Wilshire Blvd, Ste 1100 Los Angeles, CA 90010	213.736.8567
---	---	--------------

NORTHEAST LOS ANGELES

Metro North WorkSource Center Goodwill Industries	342 San Fernando Rd Los Angeles, CA 90031	323.223.1211
---	--	--------------

Northeast LA WorkSource Center CHARO Community Development Corp.	4301 East Valley Blvd Los Angeles, CA 91331	323.343.9477
--	--	--------------

SAN FERNANDO VALLEY

Northeast San Fernando Valley WorkSource Center	11623 Glenoaks Pacoima, CA 91331	818.890.9400
---	-------------------------------------	--------------

Van Nuys-North Sherman Oaks WorkSource Center The Training Institute	15400 Sherman Way, Ste 140 Van Nuys, CA 91406	818.781.2522
---	--	--------------

Canoga Park-West Hills WorkSource Center The Training Institute	21010 Van Owen St Canoga Park, CA 91303	818.596.4448
--	--	--------------

Sun Valley WorkSource Center El Proyecto Del Barrio	9024 Laurel Canyon Blvd Sun Valley, CA 91352	818.504.0334
---	---	--------------

Santa Clarita WorkSource Center	21515 Soledad Canyon Rd, #121 Santa Clarita, CA 91350	661.255.1031
--	--	--------------

Chatsworth-Northridge WorkSource Center BUILD Rehabilitation Industries	20500 Nordhoff St Chatsworth, CA 91311	818.701.9800
--	---	--------------

North Hollywood Satellite Career Encores	6180 Laurel Canyon Blvd, Ste 325 North Hollywood, CA 91606	818.763.1600
--	---	--------------

APPENDIX A

SOUTH BAY AREA

South Central LA Urban League WorkSource Center	2930 West Imperial Hwy, Ste 515 Inglewood, CA 90303	323-779-2199
Compton Careerlink WorkSource Center	700 North Bullis Road Compton, CA 90221	310.605.3050
Carson WorkSource Center	One Civic Plaza, Ste 500 Carson, CA 90745	310.518.8100
Torrance Workforce Center	1220 Engracia Ave Torrance, CA 90501	310.782.3200
South Bay Inglewood WorkSource Center	110 South La Brea Inglewood, CA 90301	310.680.4040
Gardena Workforce Center	16801 South Western, Ste 4 Gardena, CA 90247	310.217.9579
Redondo Workforce Center	320 Knob Hill, Ste 4 Redondo Beach, CA 90277	310.318.0645
South Bay Workforce Investment investment Board	11539 Hawthorne Blvd, Ste 500 Inglewood, CA 90301	310.970.7700
Hawthorne Workforce Center	11613 Hawthorne Blvd, Ste 400 Hawthorne, CA 90250	310.219.3770
Los Angeles South Central WorkSource Center	1940 North Bullis Road Compton, CA 90221	310.223.1231

SOUTH LOS ANGELES

Southeast LA-Watts WorkSource Center Watts Labor Community Action Committee	10950 S. Central Ave Los Angeles, CA 90059	323.563.4702
Southeast LA-Crenshaw WorkSource Center UAW-LETC	3500 S. Figueroa St, Ste 201 Los Angeles, CA 90007	213.743.3950

SOUTHEAST LOS ANGELES

Southeast Los Angeles County WIB (Norwalk, Downey & Bellflower)	10900 183rd Street, Ste 350 Cerritos, CA 90703	562.402.9336
Norwalk One-Stop Career Center Plus	12440 Firestone Blvd, Ste 100 Norwalk, CA 90703	562.864.3960
One-Stop Career Center	12113 Carson St Hawaiian Gardens, CA 90716	562.402.8046

WORKSOURCE CENTERS

Partners For Progress WorkSource Center	9825 Painter Ave Whittier, CA 90605	562.946.2237
South Central LA WorkSource Center Community Centers, Inc.	7518-26 S. Vermont Ave Los Angeles, CA 90044	323.752.2115
Hub Cities WorkSource Center	2677 Zoe Ave, 2nd Floor Huntington Park, CA 90255	323.586.4700
Long Beach Career Transition Center	3447 Atlantic Ave Long Beach, CA 90802	562.570.3700
Long Beach Youth Opportunity Center	350 Long Beach Blvd Long Beach, CA 90802	562.570.4700
Boeing Career Transition Center (Boeing laid-off employees only)	3855 Lakewood Blvd Long Beach, CA 90846	562.593.7418
Mekong Career Center	1360 E. Anaheim, Suite 201 Long Beach, CA 90813	562.599.7222

SOUTHWEST LOS ANGELES

Los Angeles Urban League Youth Services	5414 Crenshaw Blvd Los Angeles, CA 90043	323.292.8111
West Adams-Baldwin Hills WorkSource Center	2900 Crenshaw Blvd Los Angeles, CA 90016	323.732.7867
Westchester-Playa del Rey Satellite South Bay WIB	8929 S. Sepulveda Blvd, Ste 400 Los Angeles, CA 90045	310.665.0540
Crenshaw Job Service (EDD)	5401 Crenshaw Blvd Los Angeles, CA 90043	323.290.5111

WEST LOS ANGELES

Marina del Rey-Mar Vista WorkSource Center Career Planning Center	13160 Mindanao Way, Ste 240 Marina Del Rey, CA 90292	310.309.6000
Career Planning WorkSource Center	1623 South La Cienega Blvd Los Angeles, CA 90045	310.273.6633
Santa Monica Job Service WorkSource Center	932 Broadway Santa Monica, CA 90401	310.576.6447
Palms-Mar Vista WorkSource Center West Area Opportunity Center	11251 National Blvd Los Angeles, CA 90064	310.478.7333

APPENDIX A

HOUSING AUTHORITY WORKSOURCE SATELLITES

Lafayette Park Satellite	520 S. La Fayette Park Pl, Ste 400 Los Angeles, CA 90057	213.252.6100
Mar Vista Gardens Satellite	4909 Marionwood Drive Culver City, CA 90232	310.915.0531
Nickerson Gardens Satellite	11411 Evers Ave, Ste 802 Los Angeles, CA 90059	323.566.7471
Ramona Gardens Satellite	2830 Lancaster Ave Los Angeles, CA 90059	323.223.3819
Racho San Pedro Satellite	113 South Centre St Los Angeles, CA 90731	310.732.1149
San Fernando Gardens Satellite	10895 Lehigh Ave Pacoima, CA 91331	818.834.9266
East LA/Williams Mead Homes	1300 Cardinal Ave Los Angeles, CA 90012	323.276.5870
Imperial Courts Housing Satellite	11540 Croesus Ave, Ste 411 Los Angeles, CA 90059	323.249.2914

APPENDIX B

LOCAL PARTNERS

The California Cooperative Occupational Information System (CCOIS) is a partnership of state and local agencies that produce regional occupational and labor market information. It is a statewide program that is operational at 32 agency sites, representing 58 counties throughout California. The local agencies, referred to as Local Partners, consist of Workforce Development Boards, local Workforce Investment Boards, and other workforce investment and economic development agencies. The City of Long Beach Workforce Development Bureau, which produces the Los Angeles County Occupational Outlook Report, is considered one of the 32 local partners.

APPENDIX B

ALAMEDA

Oakland Private Industry Council
1212 Broadway - Suite 200
Oakland, CA 94612
Phone: 510.768.4400
Fax: 510.451.4049

BUTTE

Butte Community Employment Center
78 Table Mountain Blvd
Oroville, CA 95965
Phone: 530.538.7301
Fax: 530.534.1167

CONTRA COSTA

Workforce Development Board of Contra Costa County
2425 Bisso Lane - Suite 100
Concorde, CA 94520-4817
Phone: 925.646.5239
Fax: 925.646.5517

FRESNO

Fresno Workforce Development Board
1999 Tuolumne St - Suite 700
Fresno, CA 93721
Phone: 559.498.8452
Fax: 559.498.7654

GOLDEN SIERRA

Golden Sierra Job Training Agency
117 New Mohawk Rd – Suite E
Nevada City, CA 95959
Phone: 530.823.4631
Fax: 530.265.5297

HUMBOLDT

Humboldt County Employment & Training Department
930 Sixth Street
Eureka, CA 95501
Phone: 707.441.4600
Fax: 707.445.6228

IMPERIAL

Workforce Investment Board of Imperial County
2995 S 4th Street - Suite 101
El Centro, CA 92243
Phone: 760.353.5050
Fax: 760.353.6594

KERN/INYO/MONO

Employers' Training Resource
2001 28th Street
Bakersfield, CA 93301
Phone: 661.336.6849
Fax: 661.336.6858

KINGS

Job Training Office
124 North Irwin Street
Hanford, CA 93230
Phone: 559.585.3538
Fax: 559.585.7395

MADERA

Madera County Workforce Development Office
209 East 7th Street
Madera, CA 93638
Phone: 559.662.4500
Fax: 559.673.1794

MENDOCINO

Mendocino Works Employment Resource Center
631 South Orchard Ave
Ukiah, CA 95482
Phone: 707.467.5900
Fax: 707.467.5901

MERCED

Merced County Department of Workforce Investment Board
1880 West Wardrobe Ave
Merced, CA 95340
Phone: 877.267.9675
Fax: 209.725.3592

MONTEREY BAY

Monterey County Workforce Investment Board
730 La Guardia Street
Salinas, CA 93902
Phone: 831.759.6644
Fax: 831.755.3246

MOTHER LODGE

Mother Lode Job Training Agency
19900 Cedar Road North
Sonora, CA 95370
Phone: 209.533.3396
Fax: 209.533.1079

NORTEC

Butte Community Employment Center
78 Table Mountain Blvd
Oroville, CA 95965
Phone: 530.538.7301
Fax: 530.343.5341

NORTH BAY

North Bay Employment Connection (NBEC)
1700 Second Street – Suite 378
Napa, CA 94559
Phone: 707.259.8764
Fax: 707.259.8681

NORTH CENTRAL

North Central Counties Consortium
1215 Plumas Street - Suite 1800
Yuba City, CA 95991
Phone: 530.822.7145
Fax: 530.822.7150

NOVA

(SANTA CLARA & SAN MATEO)

505 West Olive Ave – Suite 550
Sunnyvale, CA 94086
Phone: 408.730.7232
Fax: 408.774.0302

ORANGE

Orange County Workforce Investment Board
1300 S Grand Ave - Bldg B, 3rd Floor
Santa Ana, CA 92705
Phone: 714.567.7370
Fax: 714.834.7132

RIVERSIDE

Riverside County Workforce Development Center
1151 Spruce Street
Riverside, CA 92507
Phone: 909.955.1029
Fax: 909.955.3131

SACRAMENTO/YOLO

Sacramento Employment and Training Agency
1122 Del Paso Blvd
Sacramento, CA 95815
Phone: 916.263.3858
Fax: 916.263.5427

SAN BERNARDINO

County of San Bernardino, Jobs & Employment Services
1075 S Mt. Vernon Ave
Colton, CA 92324
Phone: 909.872.1574
Fax: 909.872.1653

SAN DIEGO

San Diego Workforce Partnership, Inc
1551 West 4th Ave - Suite 600
San Diego, CA 92101
Phone: 619.238.1445
Fax: 619.238.6063

SAN FRANCISCO

Private Industry Council of San Francisco
1650 Mission Street - Suite 300
San Francisco, CA 94103-2490
Phone: 415.431.8700
Fax: 415.431.8702

SAN JOAQUIN

Employment & Economic Development Department
850 North Hunter Street
Stockton, CA 95202
Phone: 209.468.3615
Fax: 209.462.9063

SAN LUIS OBISPO

San Luis Obispo County Private Industry Council
4111 Broad Street - Suite A
San Luis Obispo, CA 93401
Phone: 805.788.2616
Fax: 805.541.4117

SANTA BARBARA

Workforce Resource Center
1444 S Broadway – Suite A
Santa Maria, CA 93454
Phone: 805.614.1550
Fax: 805.681.1570

SHASTA

Shasta County Private Industry Council
1201 Placer Street
Redding, CA 96001
Phone: 530.246.7911
Fax: 530.245.1596

STANISLAUS

Stanislaus County Department of Employment & Training
P.O. Box 3389
Modesto, CA 95353-3389
Phone: 209.558.2107
Fax: 209.558.2164

TULARE

Tulare County Workforce Investment Board
4025 West Noble – Suite A
Visalia, CA 93277
Phone: 559.713.5000
Fax: 559.713.5265

VENTURA

County of Ventura Workforce Development Division
505 Poli Street
Ventura, CA 93001
Phone: 805.652.7684
Fax: 805.648.9533

APPENDIX C

CCOIS EMPLOYER QUESTIONNAIRE

The California Employment Development Department, Labor Market Information Division developed this standardized two-page questionnaire based on specific labor market information needs. The survey is used statewide to collect information presented in regional occupational outlook reports.

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation:		
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please complete this survey for the occupation described. If no , please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .		
1. What job title(s) does your firm use for these duties ?	Job Title(s): _____	
2. a. How many employees does your firm currently have in this occupation ?	Number of Employees: _____	
b. In this occupation , how many are:	Number of Males: _____	Number of Females: _____
c. In this occupation , how many current employees are there and on average how many weekly hours do they work?		
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____
3. In your firm, what shifts are available for this occupation ? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:		
vacancies resulting from promotions within your firm?		
vacancies resulting from people in permanent positions leaving your firm?		
new permanent positions resulting from growth?		
temporary, on call, or seasonal positions?		
5. a. During the last 12 months, did your firm's employment in this occupation : (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation , is prior experience in this occupation required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)	
If yes or preferred , how much experience in this occupation is required/preferred?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ _____ (months)	
Is experience in other occupations accepted?		
7. If prior experience is required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		
8. If prior experience is <u>not</u> required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)		
Not Difficult 1 2 3 4 Difficult		

APPENDIX D

INDEX OF OCCUPATIONS PREVIOUSLY PROFILED

This is the fifth year the City of Long Beach has produced the Los Angeles County Occupational Outlook Report. The following section provides a list of the occupations studied in previous occupational outlook reports. If you would like information on any of these occupations, please contact the Greater Long Beach Workforce Development Bureau, CCOIS Unit at 562.570.7763 or visit <http://www.calmis.ca.gov/htmlfile/ccois>

APPENDIX D

OCCUPATION

YEAR SURVEYED

Accountants & Auditors	1999
Adjustment Clerks	1999
Administrative Services Managers	1999
Aircraft Mechanics	1999
Aircraft Pilots	2000
Aircraft Structure, Surfaces, Rigging & System Assemblers – Precision	2000
Amusement & Recreational Attendants	2000
Artists & Related Workers	1999
Assemblers & Fabricators	1999
Automobile Mechanics	1999
Bakers – Bread & Pastry	1998
Bakers – Manufacturing	2000
Bill and Account Collectors	2000
Bookkeeping, Accounting, & Auditing Clerks, Including Bookkeepers	2000
Brick Masons	2001
Broadcast Technicians	2001
Brokers- Real Estate	2000
Bus & Truck Mechanics & Diesel Engine Specialists	1998
Bus Drivers	2001
Business Teachers, Postsecondary	2001
Cabinetmakers and Bench Carpenters	1999
Carpenters	2000
Cashiers	1998, 2001
Combined Food Preparation & Service Workers	1998
Communications, Transportation & Utilities Managers	2001
Compositors	2000
Computer Aided/Visual Engineers	2000
Computer & Software Support Specialists	2001
Computer Animators	2000
Computer Engineers	1998, 2001
Computer Network Technicians	2001
Computer Programmers – Including Aides	1998, 2001
Computer Science Teachers, Postsecondary	2001
Computer Support Specialists	2000
Concrete & Terrazzo Finishers	2001
Construction & Building Inspectors	2001
Construction Managers	1999
Cooks – Restaurant	1998
Cooks – Specialty Fast Food	1999
Correction Officers & Jailers	2000
Cost Estimators	2000
Counter & Rental Clerks	2000
Credit Analysts	2001
Customer Service Representatives – Utilities	2000
Data Entry Keyers – Except Composing	2000
Data Processing Equipment Repairers	1999
Database Administrators	2001
Demonstrators & Promoters	2001
Dental Assistants	2000
Dental Hygienists	1998
Dental Laboratory Technicians – Precision	2000

OCCUPATIONS PREVIOUSLY PROFILED

OCCUPATION	YEAR SURVEYED
Desktop Publishing – Graphic Designers	2001
Digital Editing System Technicians	2000
Dining Room, Cafeteria Attendants & Bar Helpers	2000
Drywall Installers	2000
Economists, Including Market Research Analysts	2000
Education Administrators	2000
Electrical & Electronic Engineering Technicians & Technologists	2000
Electrical & Electronic Engineers	1999
Electrical Powerline Installers and Repairers	1999
Electricians	1998, 2001
Electronic Home Entertainment Equipment Repairers	1998
Electronic Pagination System Operators	1999
Emergency Medical Technicians – Paramedics	1998
Emergency Medical Technicians I	1998
Employment Interviewers	1999
Engineering, Mathematical, & Natural Science Managers	2000
English Language & Literature Teachers, Postsecondary	2001
Fabric & Apparel Patternmakers & Layout Workers	1999
File Clerks	1998
Financial Analysts – Statistical	1998
Financial Managers	1999
Firefighters	2000
First Line Supervisors/Managers – Clerical & Administrative Support	2000
Flight Attendants	2000
Food Preparation Workers	2000
Food Service Managers	1998
Furniture Finishers	1999
General Managers & Top Executives	2000
General Office Clerks	1998
Guards & Watch Guards	1999
Hand Packers & Packagers	1999
Heating, Air, Refrigeration Mechanics	1998
Helpers – Painters & Paperhangers	1999
Helpers – Plumbers, Pipefitters & Steamfitters	1999
Helpers – Roofers	2000
Home Health Aides	1998, 2001
Hosts & Hostesses – Restaurant, Lounge	1998
Hotel Desk Clerks	2000
Human Service Workers	1998
Import / Export Specialists	2001
Industrial Engineering Technicians & Technologists	2001
Industrial Production Managers	1998
Industrial Truck & Tractor Operators	1999
Instructional Aides	1998
Insulation Workers	1999
Insurance Claims Clerks	1999
Interior Designers	2001
Internet Web Site Designers / Developers (Webmasters)	2001
Janitors and Cleaners – Except Maids & Housekeeping Cleaners	1998, 2001
Laborers, Landscaping & Groundskeeping	1998, 2001
Laundry & Dry Cleaning Machine Operators	1999

APPENDIX D

OCCUPATION

YEAR SURVEYED

Loan & Credit Clerks	2001
Loan Officers & Counselors	2000
Legal Secretaries	1999
Librarians – Professional	2001
Licensed Vocational Nurses	1998
Machinists	1998
Maids & Housekeeping Cleaners	1998
Maintenance Mechanics – Sewing Machines	1999
Maintenance Repairers – General Utility	1998
Management Analysts	1998
Marketing, Advertising & Public Relations Managers	1999
Mechanical Engineers	2000
Medical & Clinical Lab Technologists	1998
Medical Assistants	1999
Medical Records Technicians	2000
Medicine & Health Services Managers	2001
Messengers	2000
Metal Mold, Coremaking/Cast Machine Operators	1999
Metal Mold, Coremaking/Cast Machine Setters	1999
Motion Picture Capture 3D Artists	2000
Numerical Control Machine Tool Operators	1999
Nurse Aides	1999
Nurse Practitioners	1999
Nursing Instructors, Postsecondary	2001
Order Fillers, Wholesale & Retail Sales	2001
Packaging & Filling Machine Operators & Tenders	2001
Paralegal Personnel	2001
Parking Enforcement Officers	2001
Personnel, Training & Labor Relations Specialists	2000
Pest Controllers & Pest Control Assistants	1999
Pharmacists	1998, 2001
Pharmacy Technicians	1998, 2001
Photographers	2000
Photographic Processing Machine Operators and Tenders	2000
Plasterers and Stucco Masons	2000
Plumbers, Pipefitters & Steamfitters	2001
Police Patrol Officers	1999
Property & Real Estate Managers & Administrators	2001
Purchasing Agents	2001
Receptionists and Information Clerks	1999
Registered Nurses	1998, 2001
Roofers	2000
Sales Agents – Selected Business Services	1999
Sales Agents – Real Estate	2000
Sales Reps – Except Scientific	1999
Salespersons – Parts	1998
Salespersons – Retail – Except Vehicle	1998
Secretaries – Except Legal and Medical	1998
Sewing Machine Operators – Garment	1999
Sheet Metal Duct Installers	2000
Sheriffs and Deputy Sheriffs	2000

OCCUPATIONS PREVIOUSLY PROFILED

OCCUPATION	YEAR SURVEYED
Social Workers – Except Medical & Psychiatric	2001
Social Workers – Medical & Psychiatric	1998
Speech – Language Pathologists and Audiologists	2000
Stevedores – Except Equipment Operators	2001
Stock Clerks – Sales Floor	1998
Stock Clerks – Stockroom, Warehouse	1998
Structural Metal Workers	2001
Surgical Technicians	2001
Systems Analysts – Electronic Data Processing	1999
Teachers – Elementary School	1998
Teachers – Kindergarten School	1998
Teachers – Preschool	1998
Teachers – Secondary School	1998
Teachers – Special Education	1999
Technical Assistants – Library	2001
Telecommunications Technicians	2001
Telephone & Cable TV Line Installers & Repairers	2001
Telemarketers, News & Street Vendors	1999
Traffic, Shipping & Receiving Clerks	1999
Transportation Agents	1999
Travel Agents	2000
Truck Drivers – Heavy or Tractor Trailer	1999
Truck Drivers, Light – Including Delivery/Route Workers	1998, 2001
Upholsters	1999
Urban and Regional Planners	2000
Ushers, Lobby Attendants & Ticket Takers	2000
Vocational & Educational Counselors	1998
Waiters and Waitresses	1999
Welders & Cutters	2001
Wood Machinists	1999

**Updated
and expanded
for 2003**

**A COOPERATIVE PROGRAM OF
CITY OF LONG BEACH
WORKFORCE DEVELOPMENT BUREAU
AND
STATE OF CALIFORNIA
EMPLOYMENT DEVELOPMENT DEPARTMENT
LABOR MARKET INFORMATION DIVISION**

**THE MOST COMPREHENSIVE VOLUME OF
LOCAL OCCUPATION AND TRAINING
INFORMATION AVAILABLE ANYWHERE**



**THIS PUBLICATION PROVIDES ESSENTIAL
RESOURCE INFORMATION FOR:**

**CAREER EXPLORATION • CAREER COUNSELING
HUMAN RESOURCE MANAGEMENT
ECONOMIC DEVELOPMENT • WORKFORCE DEVELOPMENT
PROGRAM PLANNING**

